Personal Newsletter

Apple IIe, IIc, IIGS

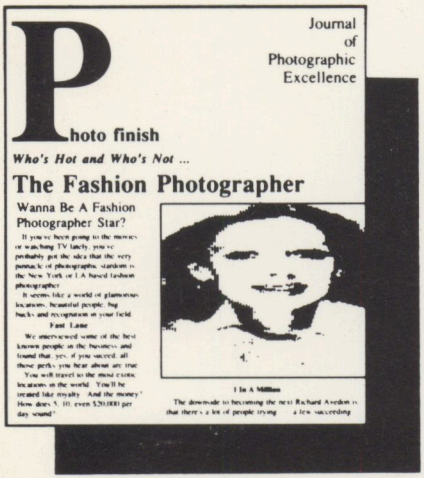
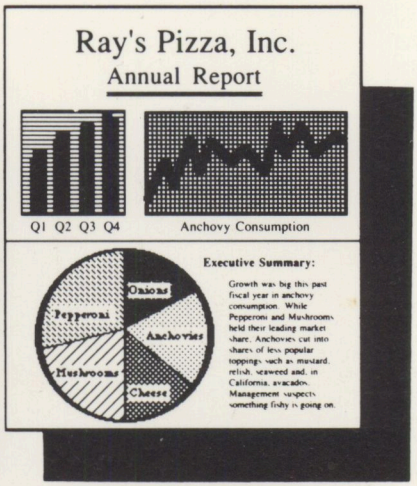
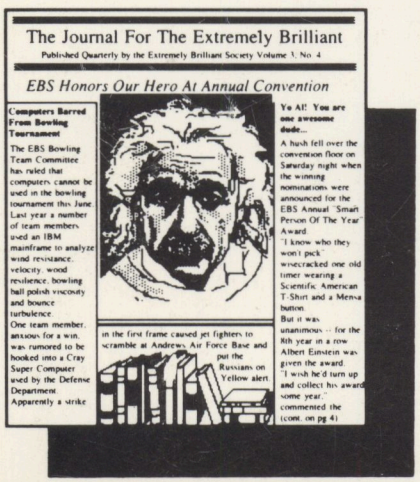
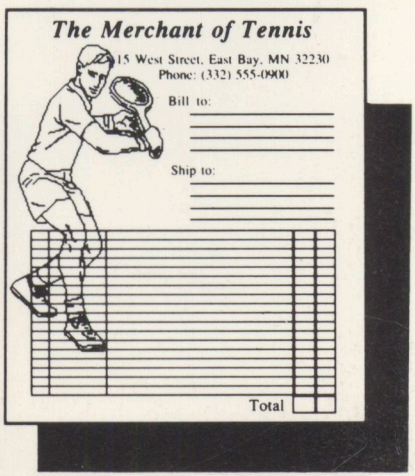


Photo finish
Journal of Photographic Excellence
Who's Hot and Who's Not ...
The Fashion Photographer
Wanna Be A Fashion Photographer Star?
1 In A Million




The Journal For The Extremely Brilliant
Published Quarterly by the Extremely Brilliant Society Volume 3, No. 4
EBS Honors Our Hero At Annual Convention
Computers Barred From Bowling Tournament
Yo Al! You are one awesome dude...



Manual Version C

SOFTSYNC, INC.

Personal Newsletter

Desktop Publishing Made Easy

For the

Apple //e //c //gs
and compatibles

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Softsync, Inc.
162 Madison Avenue
New York, N.Y. 10016

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Chapter 1: Introduction

Personal Newsletter brings desktop publishing to the Apple II family of computers. Personal Newsletter will enable you to meet your publishing needs quickly and easily.

This manual will take you through the setup of some publishing applications. There are also some sample applications on your disk that we encourage you to load and observe.

How the Manual is Organized

At first glance, it seems like there is a lot to learn in order to use Personal Newsletter. Desktop Publishing, you might think, is something that can't be learned overnight. With Personal Newsletter, your introduction into desktop publishing will be short and easy.

We have provided plenty of information to make you proficient quickly. And you can skim over those sections that cover material you already understand. Generally, the book is organized like this:

-- How to set up your disks and hardware.
-- A quick tour through an existing newsletter.
-- How to design a layout, enter text , make graphics.
-- Two samples built step by step.
-- Hints and tips.
-- Reference section and appendix.

Instructions & Samples

This book contains step-by step instructions that cover each

section. These sections go into great detail as they introduce each function in the same order that you would naturally discover it. The manual will also take you through the creation of some sample newsletters so that you can become familiar with the creation and design of newsletters.

Hints

There is also a section containing some hints and tips on newsletter design.

References

Lastly, a reference section that contains a feature by feature description of the options available in Personal Newsletter.

Help Screens

Help screens are always available when you are using Personal Newsletter.

If you have a question about what you are doing, press the TAB key and a help window will open that, hopefully, provides just the information you need.

The help screens are designed to be "context sensitive" which means the program analyzes what section of the program you are in and picks appropriate information.

There are over 30 help screens so whenever you bump into something you don't understand, just press the TAB key to get some "help."

The next chapter contains instructions on getting started with Personal Newsletter.

Chapter 2: Getting Started

Contents

The 5 .25" version has four disks: the Master, the Fonts/Samples, the Clip Art Disk (two sided) and the Laser Driver disk. The 3.5" version has three disks: The Master, the Fonts/Samples Clip Art Disk and the Laser Driver disk.

System Requirement

Personal Newsletter will operate on either the Apple //c or the Apple //e that has 128K and an 80 column board. It also works on Apple compatible computers such as the Franklin and Laser Computers. Because the program uses an 80 column screen, a monitor is the preferred method of display.

The program will operate with one or two disk drives.

When loading or saving, the program will look for any ProDOS formatted disk, except the master, to save data onto or load from. (The volume name of the master disk is called /PN. The program will look for a disk without "/PN" as a volume name to store onto or retrieve from automatically.)

So if you have a two drive system, the data will go onto the data disk, regardless of which drive it is in. In a single drive system, the program will prompt you to insert the data disk in the drive when loading or saving files.

You can use 3.5" or 5.25" disk drive or a hard disk with Personal Newsletter. You can install it on your hard disk as you normally would install any program.

A printer is needed to generate newsletters. Most common Dot Matrix printers and interfaces are supported. (Daisy Wheel printers do not work with Personal Newsletter.)

A special section on "Setting up your Printer" will enable you to start printing in no time.

All commands can be accessed using the keyboard. However, the mouse is fully supported and can make some functions, like drawing and moving graphics, a little quicker.

Back Up Copies

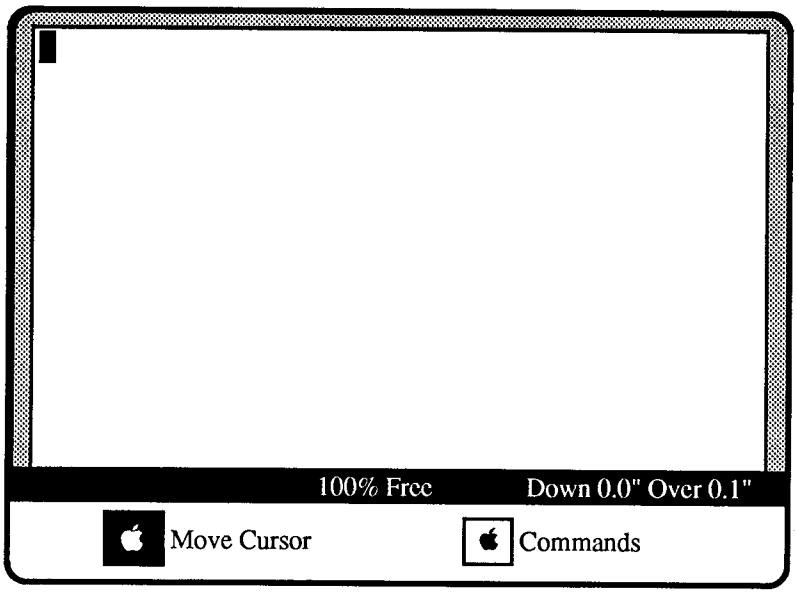
Before you begin using Personal Newsletter, make a back up copy of each disk and put them away in case the originals become damaged. Back ups can be made using Apple's utility program. They are for archive purposes only and cannot legally be given to anyone else.

Loading

Assuming the computer, monitor, disk drive and printer are hooked up, you are ready. Start with the computer power off.

Remove the master disk from its protective sleeve (if it is a 5.25" disk) and carefully place it, label up, into the disk drive and close the door. The oval slot that exposes the disk itself goes in first. (That exposed section should never be touched with your fingers because it contains data, and it's delicate.)

Turn on the power switch on the computer. If it's already on, press Open Apple, Control and Reset keys. The drive will run, and within 16 seconds you'll see the Menu:



In Memory and On Disk

When you use Personal Newsletter, there are times when information is in the memory of the computer and other times when it is on a disk set up to store information. This is an important distinction because you will need to save the data from the computer onto a disk.

When you load Personal Newsletter into the computer, the program is in the memory of the computer. Yet it is still stored on the master disk. Why? Because the computer retrieved a COPY of the program from the disk. The original remains on the master forever, unless you erase it.

However, when you design a newsletter or document using Personal Newsletter, the document resides in the memory of the computer only until you save it to a disk. If you make changes in the document or erase a portion of it, these changes only exist in the memory of the computer, until they have been saved to disk.

Data Disks

You MUST always keep a few ProDOS formatted data disks handy to store information on. Blank disks out of the box need to be formatted before they will store data. This is done using the routine Apple included in their utility disk.

Backing Up Data

The data that you store on disk usually represents many hours of work. Therefore you should exercise a great deal of caution to make sure you can retrieve the data.

Disks are very delicate. They are vulnerable to dust particles, dirt, pollutants, fingerprints, heat, cold, magnetic fields and anything else that might prevent the drive from reading the information on the disk. And they fail at the most critical moments.

It is imperative that you make frequent back up copies of data files. Whenever you are working on a document, stop occasionally, insert your data disk and save a copy of your work. If the power should fail after that you may lose some data but you'll at least have what you saved on the disk.

You should also keep two data disks around. Save your file onto the first one, then save the same file onto the second one. If the first disk should fail, you'll be able to regain the data from the back up.

Taking a moment each time you save to make at least one, or even two copies of the file you are working on is a worthwhile investment. Another good investment is buying high quality, reliable disks.

Hard Disks

To run Personal Newsletter from a hard disk, first, copy all the

files from the system disk to a new directory on your hard disk. Next, change the path name to the new directory you have just created and run PNEWS.SYSTEM. You can select a data directory by using the program's PATH command.

RAM Drives

Personal Newsletter automatically loads into a RAM drive as long as there is enough memory available. Once all the files have been loaded, the program will automatically run.

If you are using 5.25" disks, you will have to insert the FONTS/SAMPLES disk whenever you access the HEADLINE section of the program.

For both hard disks and RAM disks - If you require the help files, you must leave the Personal Newsletter System disk in the drive.

IIGS Users

Personal Newsltter takes advantage of several of the IIGS's features. The program runs much faster on the GS and takes full advantage of the exatra memory. You can also use the mouse for many of the keyboard functions.

If you are using a IIGS with a color monitor, you may notice that the text is hard to read. To solve this problem, enter the

control panel (press CONTROL, OPEN APPLE and ESC at the same time) and change the set up. Set the monitor to monochrome and press RETURN.

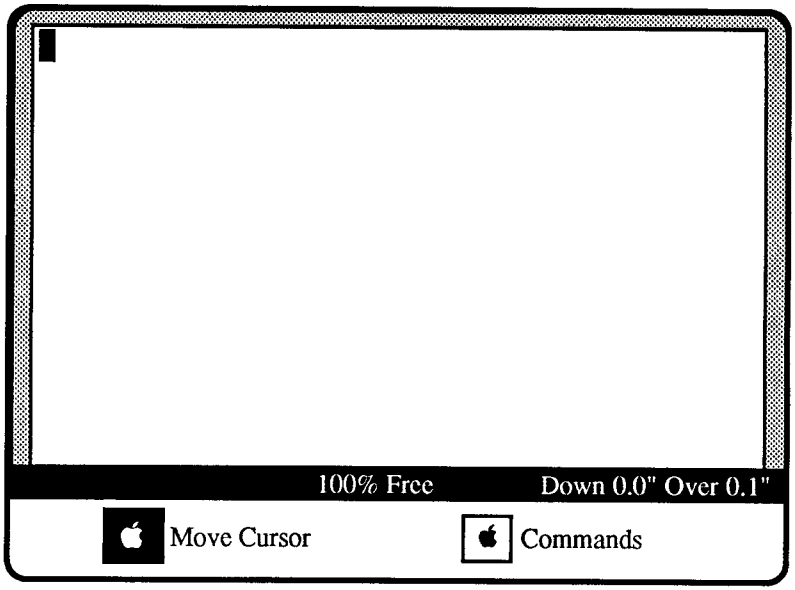
Quit from the control panel, and return to Personal Newsletter. You should now be able to read all of the text clearly.

Chapter 3:
A Quick Tour

Personal Newsletter is pretty simple to figure out. The menus are easy to follow and the commands are intuitive.

You can get a sense of how it works by going through this quick tour of the program. We use a sample newsletter to show you how the "pieces" work and take you through a few steps that you need to know to create a document.

After loading up Personal Newsletter, the program will display a screen that looks like this:



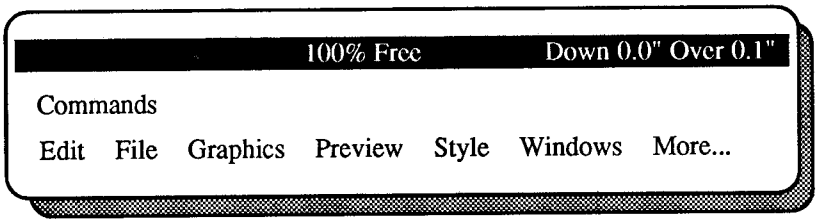
The cursor is located at the upper left portion of the "work area." The "work area" is where you begin design on your newsletter. The bottom portion of the screen displays the functions of the Open Apple Key and the Closed Apple Key. GS users will see the command key symbol instead of the closed apple.

The Open Apple Key contains information on using the cursor to move around the work area. For instance, depress the Open

Apple Key and the "D" key simultaneously. Notice how the cursor moves to the bottom of the screen. Now press the "U" key while still holding down the Open Apple key, the cursor moves back to the top of the screen.

The cursor commands let you easily move around the screen. Once you start adding text to the work area, you will start to make extensive use of these commands.

Pressing the Closed Apple Key will display Personal Newsletter's list of commands. Any of these commands can be executed by pressing the first letter of the command while holding down the Closed Apple Key. As we load sample newsletters, you will see how these commands are used.



The command area is separated from the work area by the status bar. The status bar contains information about available memory

and position of the cursor in the work area.

The middle of the status bar should contain the text "100% Free." This text is displaying the amount of "free" memory. As you start adding information into the work area you will notice that the percentage of free memory will decrease.

The numbers next to "Down" and "Over" refer to the cursors position in the work area. The "Down" range goes from 0.0 to 10.8 while the "Over" range extends from 0.1 to 8.4. These numbers correspond to the exact placement on a 8.5" by 11" sheet of paper.

Loading a Newsletter

The best way to learn Personal Newsletter is to use it. To see an example of the kind of newsletter you can create we will load a file that resides on your Samples disk.

The example we have chosen, called FORM.NEWSLETTER, is typical of a lot of newsletters currently being produced.

To load this Personal Newsletter file select the File option from the Commands by pressing "F" while holding down the Closed

Apple Key. Release the Closed Apple Key and ,from the File menu, select the Load option by pressing the "L" key.

Throughout the program you can go back to the last operation by pressing ESC (upper left hand corner of the keyboard).

Once you select the Load option a prompt will ask "What Personal Newsletter file do you want?"

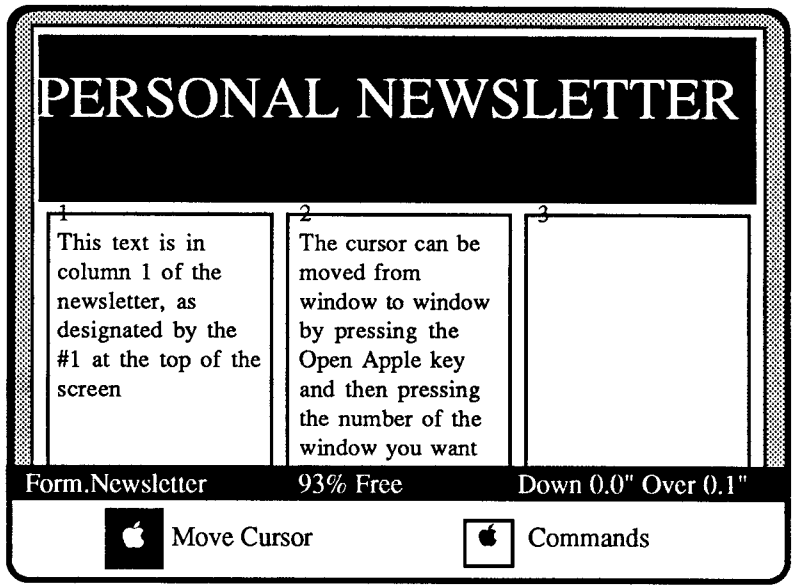
For this example you should have the Sample Disk in the drive. With a two drive system, put the disk in drive 2. In a single drive system, put it in the drive when prompted.

If you know the name of the file you want to work with, simply type in the name and press RETURN. File names can be up to fifteen characters in length and can include numbers, letters and periods.

An easy way to select a file if you are not sure of the name or the spelling is to press RETURN at this prompt. Personal Newsletter will display all the files residing on data disks. By using the cursor keys at the bottom of the keyboard, you can move the cursor over the file you wish to load (in this case

FORM.NEWSLETTER) and press RETURN.

Personal Newsletter will display a "Loading" message as it reads the file from the disk into memory. Once loaded the file name will be displayed on the status bar and the screen will look like this:


PERSONAL NEWSLETTER
1
This text is in column 1 of the newsletter, as designated by the #1 at the top of the screen
2
The cursor can be moved from window to window by pressing the Open Apple key and then pressing the number of the window you want
3
Form.Newsletter
93% Free
Down 0.0" Over 0.1"
Move Cursor
Commands

Move Cursor

The text that appears on the screen represents one fifth of the text

that will print out on a page. To move to other areas of the page hold down the Open Apple Key and select one of the cursor movement keys.

You have to be inside one of the windows on the page to see the effects of the following options. A window is a box you set up on a page to define an area, such as the three shown. Each window has a number. (Creating a window is explained below.) To pick a window, press the Open Apple key and the number of the window you want.

This is a brief summary of what each cursor command does. Hold down the Open Apple key and press the highlighted character.

Left or right arrow will take you to the beginning of the next (or previous) word.

Start, End Line will bring you to the start or end of the line you are currently on.

Up or down arrow will let you move from from one paragraph to another.

Up, Down Screen will let you scroll up or down the length of the screen.

Top, Bottom will bring you to the top or bottom of the current screen or window.

Window. Personal Newsletter lets you create and overlay windows. Each window is numbered in the order they are created. Each window can be accessed by their number.

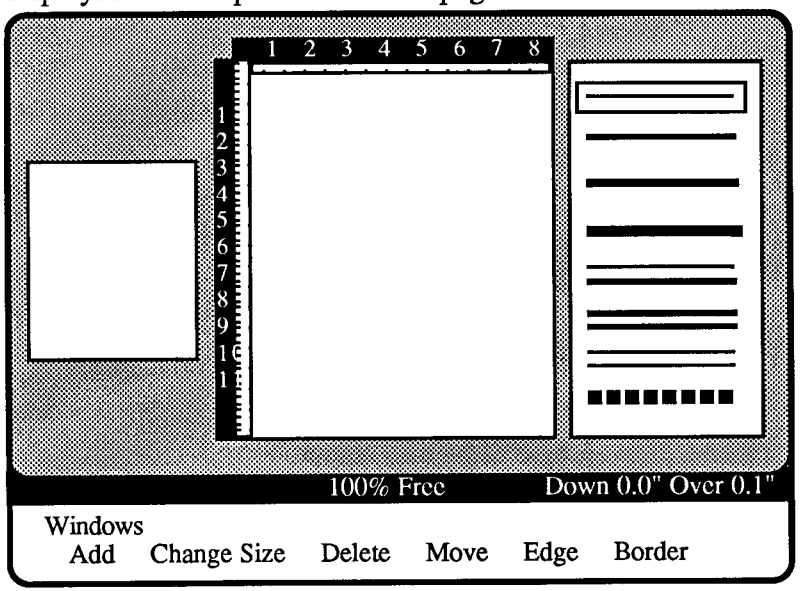
To become familiar with the cursor commands, play around with some of them to see the effects. For instance, press "B" to go to the bottom of the screen. By pressing "2" the cursor will move into the first column in the second window.

Windows

One of the powerful features of Personal Newsletter is its ability to create "windows." By using windows, you are actually formatting the way your newsletter will look.

Hold down the Closed Apple key and press the "W" key to go to the window section. This is a reduced representation of the windows which were set up on the newsletter page. Rulers are

displayed at the top and left of the page.



When you first load the program, there are no windows defined, except the whole page is defined as "Window 0."

You can use Window 0 as a large area to put text and graphics in but it is much better to define each area for text and graphics by setting up individual windows.

Press the "A" key to add a window which will appear at the top left. Then stretch it using the cursor keys or mouse.

A window defines an area of the page. Each window can contain text and graphics. Once you set up windows to reflect your layout, you can move them (press the "M" key), change their size (press the "C" key) or delete them (press "D"). Use the cursor keys or mouse to make adjustments.

Each window is numbered. When working on a newsletter page in the main section of the program, choose a window to work in by designating its number.

Borders can be selected from the styles on the right of the screen (press the "B" key) and you can designate which edges you want to have borders on (press the "E" key).

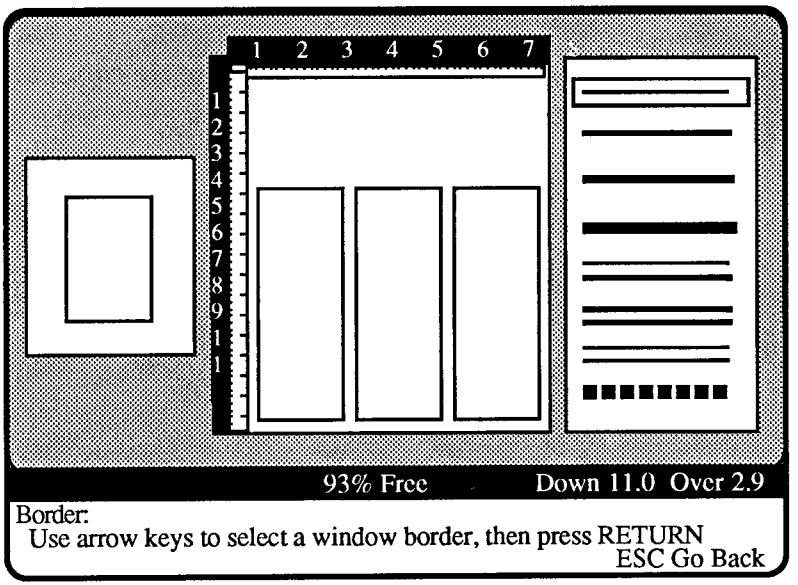
Windows allow flexibility to create a free-form design, while still providing you with a framework to implement the design. We will discus windows in more detail in Chapter Eight.

Creating Windows

The original FORM.NEWSLETTER loaded from the disk

contained four windows. Three windows were created with the "Window" command. The main screen (the screen on which the three windows lay) is also considered a window even though it is always present and was not created by the "Window" command.

Select the "Windows" command from the menu. If you had the "Form" file loaded, three windows will be shown.


1 2 3 4 5 6 7
1 2 3 4 5 6 7 8 9 1 1
93% Free
Down 11.0 Over 2.9
Border:
Use arrow keys to select a window border, then press RETURN
ESC Go Back

To add windows select "Add" from the "Windows" menu. A rectangular window appears at the top corner of the window.

The window grid represents the main screen and also an 8 1/2 by 11" sheet of paper. It is bordered by rulers to allow you to see where you are in relation to the main screen.

"Add Window" prompts you to move the new window to the start position; the position where the upper left corner rests.

To move the new window use the cursor keys or mouse. The status bar indicates where you are on the page in relation to the top left corner. Once the window is positioned over the desired coordinates, press "RETURN" or click the mouse button.

Another prompt asks you to "stretch the new window to the desired size." Use the cursor keys or mouse to stretch the window. You can stretch faster if you hold down the Open or Closed Apple keys as you press the cursor keys.

Press RETURN or click the mouse button after you have stretched the window to the desired size. Create a few more windows in the same manner.

The other options available in "Windows," such as "Move," "Edge" and "Border" will also be discussed in later chapters. Press "ESC" to go back to the main screen. Notice how the top of each of the three windows are situated below the "PERSONAL NEWSLETTER" heading.

The cursor is currently residing in the first window. To move the cursor to any of the other windows use the "Move Cursor" command.

By holding down the Open Apple Key and pressing 0, 1, 2 or 3 you can access any of the four windows. Note that the whole page is considered window 0.

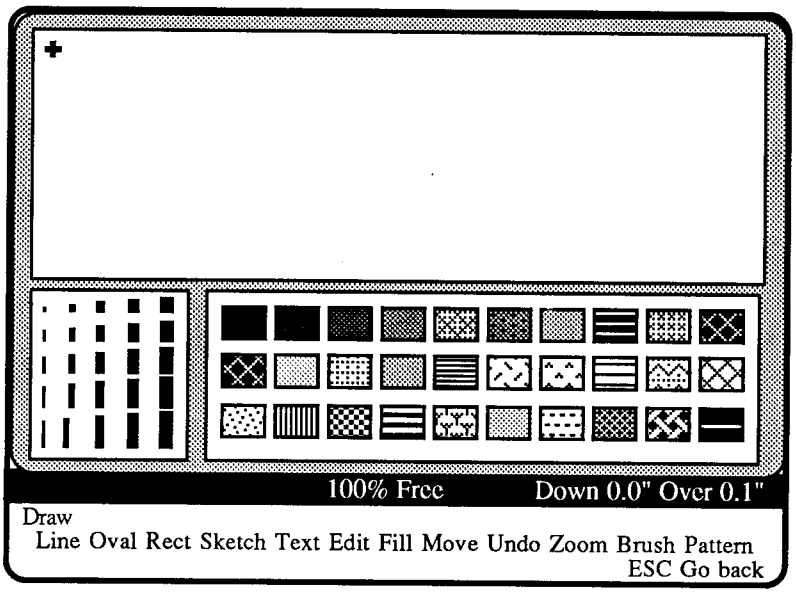
Graphics

One of the main sections in Personal Newsletter is the Graphics editor. Press the "G" key while holding down the Closed Apple Key. Two things happen:

1. The cursor turns into a pointed finger. If you had previously created a graphic picture you could choose to edit it by positioning the pointed finger over it (using the arrow cursor keys or the mouse) and pressing RETURN.

2. The message "Press D to draw a new graphic, or touch a graphic with the cursor to select it, then press RETURN" will appear in the command area.

Press "D" to begin work on a new graphic. The screen will change to look like this:



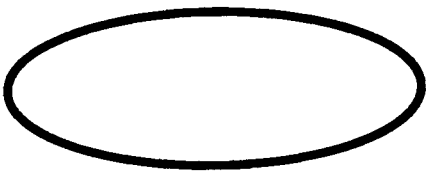
A different set of commands will fill the command area. These are Graphic tools and are only available under the Graphics

command. The Graphics section of Personal Newsletter enables you to design and draw graphic images.

Graphics tools and their functions are covered here and will be discussed in the graphics chapter.

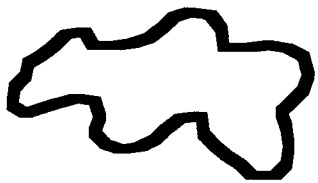
Line. You can draw a line in any direction, using the cursor keys or mouse. Cursor keys in combination with the Apple keys will speed up cursor movement. You can also select the style (size and thickness) of the line, using "Brush."

Oval. This draws an oval of any size within the window. The outline thickness can also be changed, using "Brush."



Rectangle. You can also draw a rectangle and change the thickness of its line, the same way an oval is created.

Sketch. You can draw free hand with this tool. It too works by using the cursor keys or the mouse. And the line thickness can be selected using "Brush."



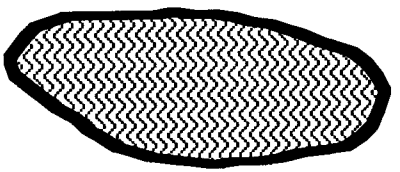
Text. This can be used for creating headlines and for creating graphic designs with text (reversed or mirror images of text). Of course, it can be edited as if you were using a word processor

ABCDEF

Here, the text you create is actually a graphic. It is only available in which ever font you have loaded and you can change its style and size as well as edit it like other graphics.

Edit. This tool draws a rectangle around a graphic. Then you can erase, invert, blacken and fill the area with patterns.

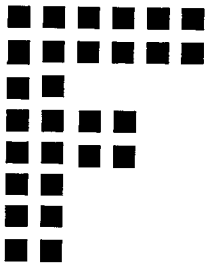
Fill. You can fill in an area of graphics with any of the 30 patterns shown at the bottom of the screen.



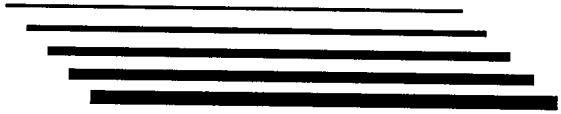
Move. This tool is used to move graphics around the window.

Undo. If you change your mind about the last thing you did, press "U" and the program will undo whatever you did. This only works on the very last thing you did.

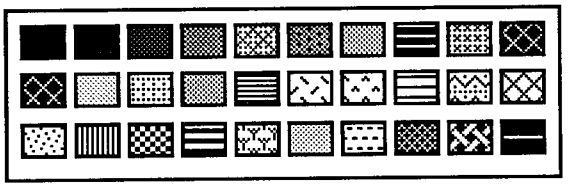
Zoom. This tool is used for close up editing. You can zoom in on a portion of a graphic and edit.



Brush. This allows you to select various brush widths and sizes. These are used with the Line, Oval, Rectangle and Sketch tools.



Pattern. Select any of the 30 patterns available for filling in areas of graphics.

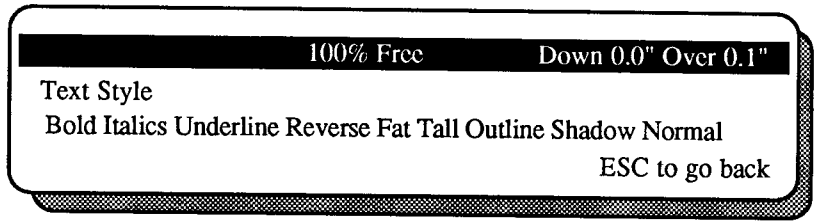


Creating Graphic Text

The following example will show how to create Text in the graphics mode and how to integrate it into a newsletter.

The first step to take in creating the sample FORM. NEWSLETTER is to create the "Personal Newsletter" heading. The way to do this is to select the "Text" command from the Graphics command area by pressing the "T" key.

The "Text" command prompts you to "Type in text" or do any of the four options outlined underneath this prompt. At this point, we are just about ready to input in some text. But first we want to dictate the style in which this text will appear. Press the "CTRL" and "T" keys.

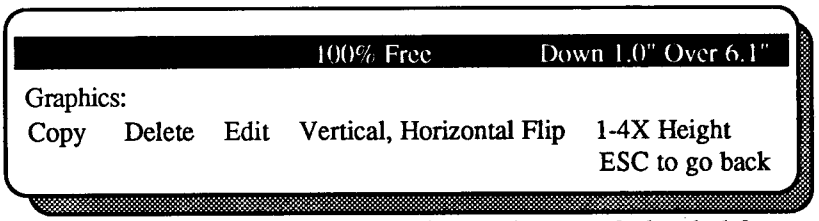


There are nine style options available in "Text Style." You can select one style or any combination of the nine style options. To create the heading "Personal Newsletter" we will choose the style options "Reverse," "Fat" and "Tall."

As in the other sections of Personal Newsletter, to select a menu option, simply enter the first letter of each menu option, in this case, "R," "F" and "T."

Press "ESC" to go back and type in text. Starting at the left, enter in the heading "PERSONAL NEWSLETTER." Enter seven spaces at the beginning, three between the two words and seven at the end so there is a black border all around.

Press "ESC" twice to go back to the "Graphics" menu.



You may have noticed when looking at the sample loaded from disk that the heading was larger than the heading you currently see on the screen. You can enlarge this heading by using the "Graphics" command "Height." "Height" is the option on the right in the Command area.

With "Height," you can enlarge the heading up to 4 times by pressing the 1-4 keys. Press "ESC" twice to return to the main menu. If you decide to work on this graphic again, select the "Graphic" command, move the pointed finger over the graphic and press "RETURN" to continue.

There is more than one way to create headlines in Personal Newsletter. The headline section lets you create high quality fonts without using the graphics editor.

Headlines

To access the headline section in Personal Newsletter, hold

down the closed apple key and press "M" for more. Now press "H" for headline and you will move into the headline editor.

If you're using 5.25" disks, you'll have to insert the FONTS/SAMPLES disk into the drive. All of the headline fonts are stored on this disk.

In this section you have five menu choices. To type in the headline you want, press "E" to enter text. When you're finished, press RETURN.

Pressing "W" lets you adjust the width of the font. You can select any width from 1 to 9. "H" adjusts the height of the font and again you can choose sizes ranging from 1 to 9.

Personal Newsletter loads up using the ROMAN font. A check mark next to the font name shows you which font is currently loaded. If you want to use one of the other fonts, press "L" and the first letter of the font name.

The last option in this section is the brush. Personal Newsletter draws out the letters of the headline as you type (this gives you higher quality headlines). In the same way as you draw in the

graphics mode, Personal Newsletter can draw its fonts using different sized brushes.

If you want a bolder looking font you can select a larger brush. Each time you change your headline specifications Personal Newsletter will redraw it for you on the screen. So try different heights, widths and brushes until you have exactly the headline you want.

Saving a Newsletter

Once you have designed a newsletter, you'll want to save it. Even during the design process you should intermittently save your newsletter to prepare for the unexpected power outage or something equally disastrous.

The saving process in Personal Newsletter is akin to the loading process. Select the "File" command and from the "File" menu select the "Save" option.

A prompt will ask you "to give the current page a file name." Because the newsletter you have created already exists on your disk you can name it "CopyOfForm" or something that will

indicate to you that it is related to "FORM.NEWSLETTER," the original newsletter.

There isn't enough room on the Sample disk to save a copy of Form so if you want to save it, insert a formatted disk in the drive. Once you typed in the file name press "RETURN" and Personal Newsletter will save it to your data disk.

Help Screens

There are also help screens available to you when you are using Personal Newsletter. Just press the TAB key and a help window will open. It is context sensitive so it will contain information about the area of the program you are working in.

This chapter was intended to give you a fast look at what Personal Newsletter does and how it works. To fully explore it's capabilities, you should read the other chapters that focus on each aspect of using the program.

And there are two chapters in which newsletter samples are created from beginning to end as tutorials.

Chapter 4:
Creating A Layout

The first step in creating a newsletter is to design your layout. In the last chapter we implemented the layout design for FORM. NEWSLETTER when we created the FORM.NEWSLETTER 'template.'

FORM's layout consisted of a heading and three columns. In the program, we represent these columns as windows.

As your newsletter designs become a little more interesting, and more complex, it's a good idea to work out your design first, then enter in the text and graphics to fit the design.

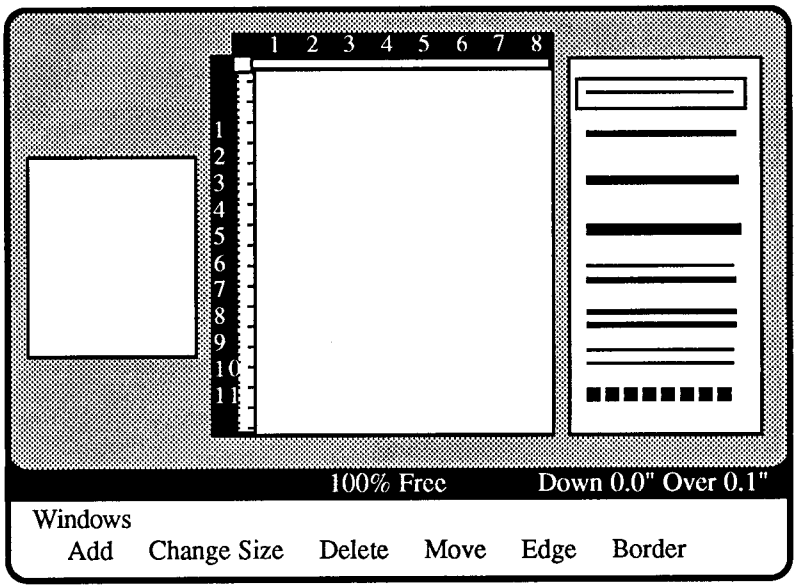
Windows

If you do a newsletter regularly, you might already have a design which simply needs to be transferred to a Personal Newsletter template that you'll use over and over.

If you are starting with a new idea, you might have a picture in your mind of how the page would be designed. (If you still have "FORM.NEWSLETTER" loaded, you can clear it out by selecting "File" and "Clear" from the menus.)

You create the layout using the Windows option on the menu. Hold down the Closed Apple key (all the Command options are displayed) and press "W" for Windows.

The disk drive will go on for a moment and the screen will change to display the layout section of the program. The screen looks like this:



In the center is a small version of your page so you can see how it will look as you design the layout.

You'll be putting windows on the page to designate areas where you want text and graphics to go.

As you can see there are rulers on the left and at the top of the page. They are used to measure the windows you create.

As you size the windows, their measurements are displayed on the right side of the screen above the design options.

Instead of simply designating that a newsletter will have two or three or more columns, this allows you to design a layout that has more flexibility.

On the right are various borders you can select to go around the various windows. These can be printed on all sides or just the sides you designate.

At the bottom of the screen are the options available in the design section. These are what each option provides:

Add

Windows are placed on a page to define an area. Both text and graphics can go into that area. Text will automatically word wrap at the end of the column and readjust within the column if you edit, cut or paste text.

The whole page is actually referred to as Window 0. You can add nine more windows to the page.

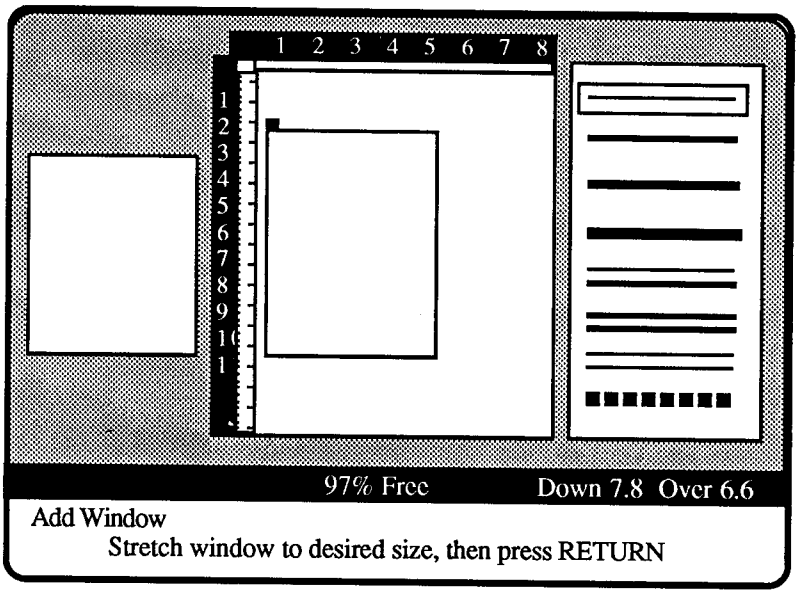
To do so, select Add from the menu (press the "A" key).

A small window will appear at the top left corner of the page. This can be moved anywhere on the page and resized to fit your design.

Note the instructions at the bottom of the page: "Move new window to start position, then press RETURN." Position the window at the top left of the area where you want it to appear and press RETURN to lock it into place. The mouse button works the same as pressing RETURN.

Move the window using the cursor keys. Hold down the Open or Closed Apple key, to make the window grow in larger increments. If you have a mouse, it can also be used to move the window to a desired position.

Then you can stretch the window to the size you want, again using the cursor keys or by dragging the mouse. When it's the size you want it, press RETURN again or click the mouse button, and it will lock into place.



You can set up your columns by putting windows side by side. Windows can overlap as well, but this is recommended when you want to create a special effect such as overlapping text into a picture.

Select

Note that a small number appears in the top line of each window. This simply identifies which window it is. As you can see at the bottom, one of the options allows you to select a

window by number. So if you just finished creating window #5 and wanted to change the size of window #3, you can do that by pressing the "3" key.

Change Size

Once you've created a few windows, you might look over your design and decide there won't be enough room for a certain picture you have in mind or that a wider column will be needed for text.

You can change the size of any window by first selecting it by number (see above) and then selecting the change option.

Press the "C" key and change the current window size using the cursor keys or by moving the mouse. If you hold down the Open or Closed Apple keys while pressing the cursor key, the window will change sizes faster. When it's the size you want, press RETURN or click the mouse button.

Delete

A window can be easily deleted. First select the window you wish to delete by pressing its number.

Then press the "D" key. You'll be asked to confirm that you want to delete the current window by pressing "Y" for Yes.

Pressing any other key is taken to mean "No, don't delete."

Move

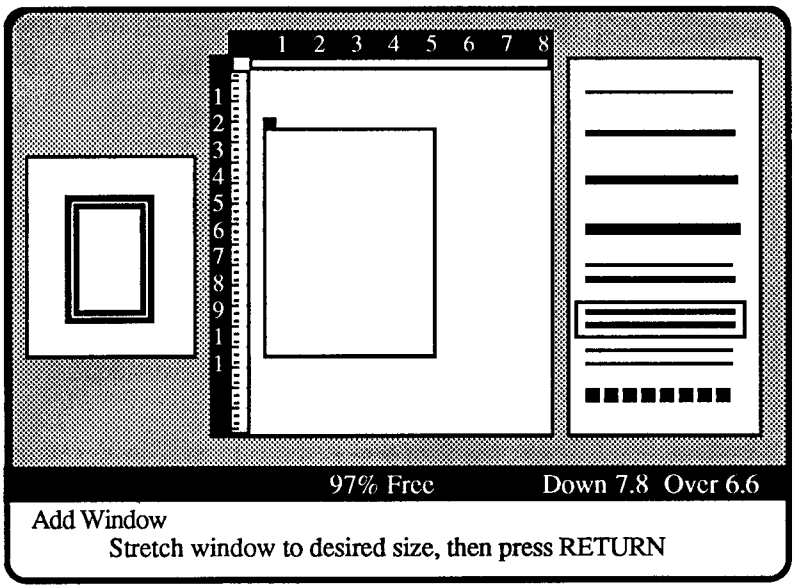
A window can also be moved around the page. Select the window you want to move and then select the Move option.

A window is moved by pressing the appropriate cursor keys or using the mouse. The Apple keys will cause the window to move in larger increments. Press RETURN or click the mouse button to lock the window in the position you want it.

Border

You can select any of the eight borders shown on the right side of the screen. First select the window you want to border. The border that the window currently has is shown on the left side of the screen.

Press the "B" key to select a border. Now you can move up and down the border designs using the cursor keys or the mouse. To select one, press RETURN or click the mouse button. The design you selected will be reflected on the left of the screen.

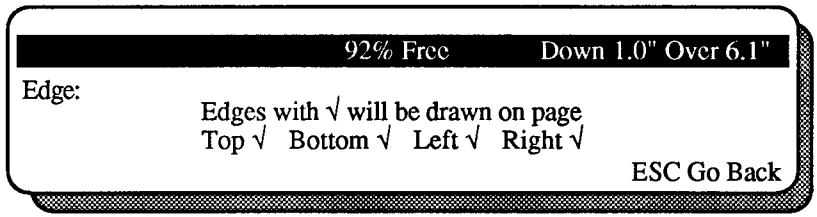


Edge

You might want to print borders on all sides of a window in some cases, while on others you might just want to border the top or sides. Select which edges of a window a border will be printed on by choosing the Edge option.

The edge that you have chosen for the current window is shown on the left side of the screen. The program prints on all four sides unless you indicate otherwise.

When you select "E" the bottom of the screen displays "Top, Bottom, Left and Right" options with check marks next to them, indicating all four have been selected.



Press the first letter of a side to deselect it. For example, if you don't want to print borders on the left and right side of the current window, press the "L" and "R" keys. You'll see the left and right borders disappear from the window displayed on the left side of the screen.

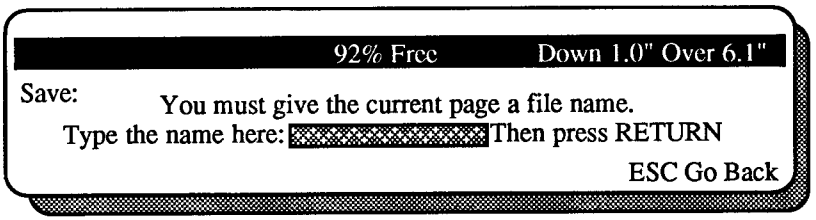
If you want to put those borders back on again, press the L and R keys again. They work like a toggle switch.

Saving

When you finish with the layout, press the ESC key to go back to the main section of the program. This shows a portion of the page, in full scale and you can begin entering text into the current window or bring in graphics.

But this would also be an appropriate time to save the newsletter so far. Put the data disk in the drive.

Press the Closed Apple key and select File (by pressing "F") from the Command menu. From the next menu that appears, select Save (press "S") and enter a file name. This can be up to 15 characters long, it can contain numbers, letters and periods but must begin with a letter.



A file name can consist of more than one word, such as "June1.News" which might designate the file contains page 1 of the June edition of your newsletter.

Templates

If you intend to use the same layout for your newsletter each time, then save a "generic" copy of the layout. This might include the banner or title at the top and whatever else is the same from issue to issue. It could be saved as "News.Temp" for example.

Name

Each time you use "News.Temp," load it from disk, using the File menu. Then, after you enter in the current newletter information, instead of resaving it as "News.Temp" save it with a different file name, like "June1.News."

Creating a different file name is done using the Name option in the File menu. First, you have loaded up the original file "News.Temp" and added this months news.

Next, select "Name" and enter in a logical name like "June1.News." Press RETURN and it is saved to disk using the "June1.News" name. However the original file, "News.Temp" is still intact on disk without the changes. So next month you can load up "News.Temp" and use it again.

This saves redesigning a newsletter each time if the layout is the same. Of course if the layout changes, it's easy to modify it, using the "Window" section of the program.

Design a Newsletter

An important consideration is the "direction" of your newsletter. Is the newsletter being created to address business issues, educational or leisure activities.

Get the Layout on the Page

A good idea is to skim through newsletters that appeal to you and that you think will get their message across effectively. The main purpose is to communicate your message or idea while making the newsletter aesthetically pleasing. Model your design on newsletters that exhibit both these qualities.

Once you have a design that appeals to you, use the Windows section to try it out. Experiment with different modifications that you might have in mind.

Try the design out on different people. Often other people have some great ideas on improving a draft design.

A slick headline or graphic is a good attention getter. People like pictures. A nice looking picture will draw their attention and make them want to see what your newsletter is about.

You have probably achieved a good design if the layout appeals to you and your "critics." There are a couple of hints you should keep in mind for newsletters.

Try not to use a lot of columns. For example, the FORM.NEWSLETTER newsletter uses three columns. Generally, using more than three columns makes the newsletter appear cluttered.

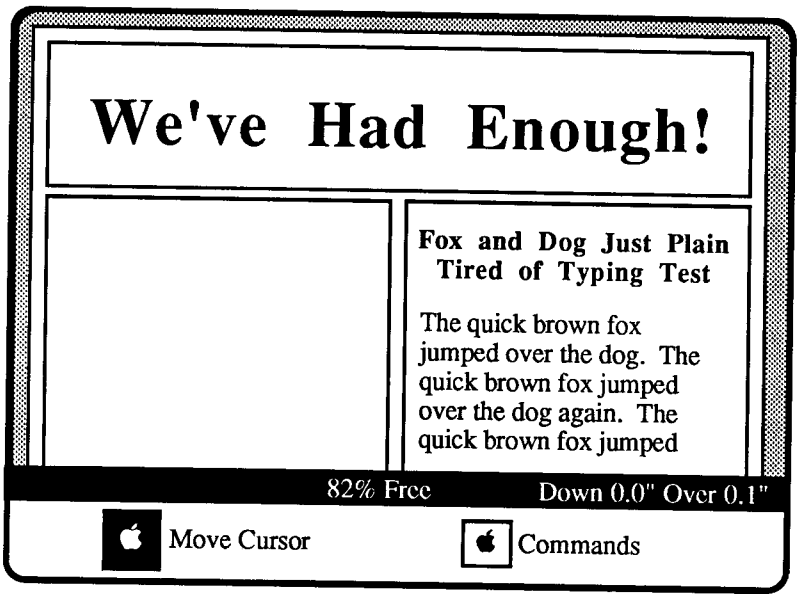
The same is true for pictures and graphics. Pictures and graphics are effective for grabbing the attention of prospective readers but too many pictures will make reading the newsletter (which is the main purpose) a chore.

Chapter 5:
Creating Text

Entering text into Personal Newsletter is a simple process, but there are a number of editing and style options available that can embellish your documents.

To illustrate the text editing and style feature of Personal Newsletter it may help to load a file that contains a block of text.

Press the Closed Apple key to access the Commands. Select File by pressing "F." Insert the Fonts/Sample" disk. Type in the file name "text" (with no quotes) and press RETURN. A short story will appear on screen.


We've Had Enough!
Fox and Dog Just Plain Tired of Typing Test
The quick brown fox jumped over the dog. The quick brown fox jumped over the dog again. The quick brown fox jumped
82% Free
Down 0.0" Over 0.1"
Move Cursor
Commands

Entering Text

You can enter text in any of the windows. First select a window by pressing the Open Apple key and a window number. Type in your text at the cursor. When the cursor reaches the end of a line or the column it will automatically go to the next line.If you make a mistake you can backspace over a letter or word using the delete key (top, right corner of the keyboard).

Insert Mode

The program is always in insert mode. So if you type text in the middle of a sentence, all text after it will be pushed forward.

Moving Around

There are many options for moving around the screen so you can position the cursor wherever you want to enter text.

Cursor Keys

The cursor (arrow) keys at the bottom right corner of the keyboard. They are used to move the cursor around the screen.

Move Cursor

The "Move Cursor" menu offers different ways of moving around your page and lets you jump from window to window. Hold down the Open Apple key and select any of the options:

Window

The change window option is displayed at the right side of the menu if you have more than one window set up in the layout. Press the number of the window you want to work with.

Word

To move the cursor one word at a time press Open Apple and either the left or right arrow cursor key.

Start, End of Line

You can jump the cursor to the beginning of a line by pressing the Open Apple and "S" keys.

Jump the cursor to the end of a line by pressing the Open Apple and "E" keys.

Up, Down Paragraph

If you want to move the cursor up or down a paragraph, press the Open Apple and the up or down arrow cursor key.

Up, Down Screen

You can move up a screen by pressing the Open Apple and "U" keys, and back down by pressing the Open Apple and "D" keys.

Top, Bottom of Window

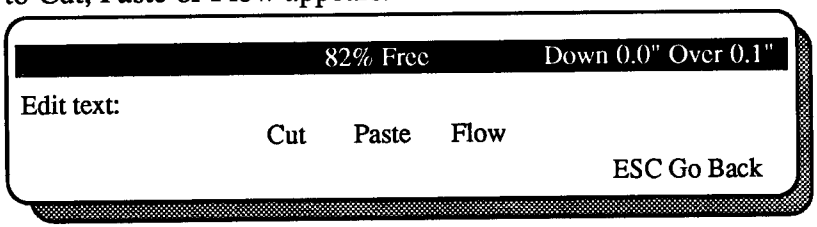
Move the cursor to the top of the current window by pressing the Open Apple and "T" keys. Move the cursor to the bottom of the current window by pressing the Open Apple and "B" keys.

Text Editing

Another feature of Personal Newsletter is the ability to cut, copy and paste text in blocks. The program has a clipboard where

you can store text that can be pasted elsewhere in the newsletter.

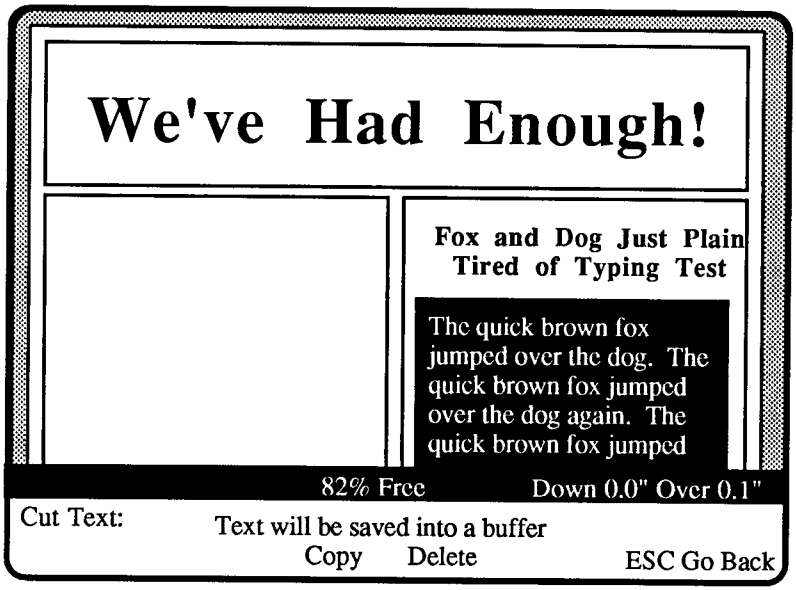
To use the Editing option, first select a window with text in it by pressing the Open Apple key and pressing the window number. Then press the Closed Apple key and the "E" key. The options to Cut, Paste or Flow appears.



Cut

Since there is currently no text in the clipboard to paste, select the Cut option by pressing the "C" key.

You'll be prompted to move the cursor to the first character that you'd like to cut. Do this by using the cursor keys. Select window #1 by pressing the Open Apple and "1" keys. Then move the cursor down past the headline to the first word in the paragraph -- "The." Press RETURN and move to the last character to cut, for example to the last words in the paragraph -- "... the time." (Note, the first character is marked.) Press RETURN at the last character and the whole range is darkened.


We've Had Enough!
Fox and Dog Just Plain Tired of Typing Test
The quick brown fox jumped over the dog. The quick brown fox jumped over the dog again. The quick brown fox jumped
82% Free
Down 0.0" Over 0.1"
Cut Text:
Text will be saved into a buffer
Copy
Delete
ESC Go Back

Copy or Delete

A message at the bottom of the screen give you the choice of either copying or deleting the range of text. The text is actually saved into a buffer.

If you select "Copy" by pressing the "C" key, the text is copied and stored, and the original text remains where it is on screen.

If you select "Delete" by pressing the "D" key, the text is still copied into the clipboard but the original text disappears.

Paste

Since the text is stored in a clipboard, it can be pasted into the page elsewhere.

The option to cut or paste appears again at the bottom of the screen. Select "Paste" by pressing the "P" key. Move the cursor to the place where you want to put the text you have in the clipboard and press RETURN.

After a moment that text will appear at the cursor point.

If you select cut again and copy text into the clipboard, the previous text stored there will be erased. The clipboard only holds one block of text at a time.

Once text is stored in the clipboard it can be pasted as many times as you want.

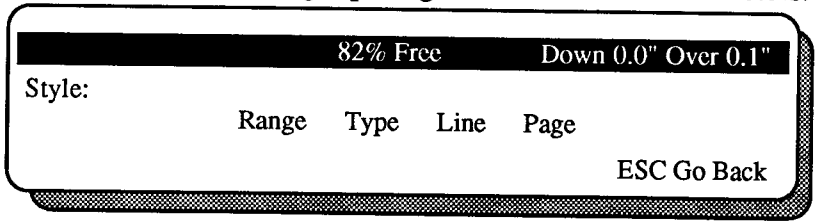
Flow

You can also get the text to flow into the next column if it's too long for the existing column. This is particularly useful when you are importing text (see Import ASCII text section).

If you paste a long section of text into a window, it may not fit. If you have a number of empty windows, select the Flow option and the remaining text will flow into each subsequent window.

Style

Another feature of Personal Newsletter is the ability to change textstyle. This includes special style effects like bold, underline, reverse and italics and includes the ability to center or justify text. You can also change spacing between lines and characters.



Press the Closed Apple and "S" key to select Style. A menu will offer Range, Type, Line and Page.

Range

This option selects a range of text that you might want to set in a boldface, underline or some other style.

This is like defining a range to Cut. Press "R," move the cursor to the first character in the range and press RETURN. Then move to the last character and press RETURN.

Text is highlighted and two options appear: Type and Line.

If you select Type by pressing "T," you can style text with these options: Bold, Italics, Underline, Reverse, Normal.

Press the first letter of each, which puts a check mark next to it. (It works like a toggle switch so pressing the letter again turns off the selection.)

You can also select any combination so if you want text that is bold, underlined, reversed and in italics just put a check next to all of them. Or change back to Normal by pressing N.

Line

Another feature is the ability to left or right justify lines of text or center them.

After defining a range of text, select "Line" by pressing "L." These options appear: Flush Left, Centered, Right Justified. They too are selected by pressing the first letter of the option.

"Flush Left" is the normal way text appears, where the left margin is even and the right is generally uneven.

"Centered" will put the text in the middle of the line leaving spaces on both ends. This is usually for headlines and titles.

"Right Justified" means the program will even out the left and right margins by spacing out the text on each line.

You can also set the type and line style without setting a range first. From the Style menu select Type and choose a style. Then when you continue to type in text, it will appear in the style you selected.

Similarly, if you select Line from the Style menu and choose right justify, all text you subsequently type will be justified.

Page Style

The fourth option on the Style menu is Page, which gives you control over two features: Leading and Character Spacing. These settings effect the whole page.

Leading

Leading (pronounced like the metal "lead.") is the space between lines. You can set it from 0 (the tightest) to 3 (the widest.)

Character Spacing

The spaces between characters can also be set. Like leading,

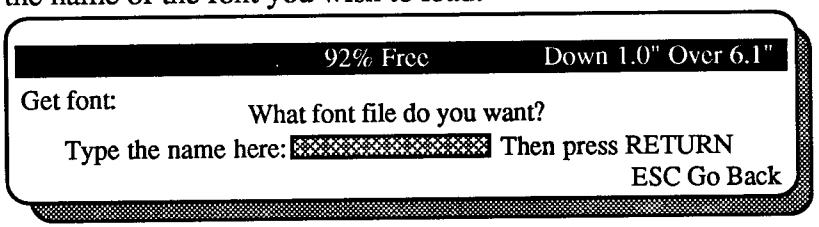
there are four settings with 0 being the tightest and 3 being the widest.

Changing Fonts

When Personal Newsletter loads it uses the System font. A font is the design of the text. There are many fonts available in printing as you can see by looking at any magazine.

Personal Newsletter comes with many fonts on the Font/Samples disk so you can change them in your newsletter. From the main menu, select the File option.

On the File menu is an option called "Get Font" which you can select by pressing the "G" key. A prompt will ask you to enter the name of the font you wish to load.



If you press RETURN, the file directory will be shown, including all the font files which end with "FNT." The fonts available on the data disk are:

System.fnt	ASCII.fnt	Toronto.fnt
New York.fnt	Byte.fnt	Gothic.fnt

Type one in, with the FNT extension, and press RETURN. After a few moments, all the text in the current newsletter will change to that font.

Headlines

The standard text mode uses type that is twelve points high which is the average size of most type you read. However most newsletters have a headline or two which is a lot larger.

You can enter large type in the graphics section of the program which is covered in the next chapter, or you can use the headline option.

To enter the headline editor, press the Closed Apple key and the "H" simultaneously. If you are using 5.25" disks you will be prompted to insert the FONTS/SAMPLES disk. The program requires this to read in the headline fonts.

Enter Text

Once the headline section has loaded, the first thing you'll want to do is type in the text.

Press "E" and you'll see a cursor appear in the box at the top of the screen. Type in the headline and as you type, you'll see that each letter is being drawn on the screen. By drawing each letter, the headlines will print out much clearer and smoother than text created in the graphic mode.

Load Font

Now that you have the text entered, you can adjust the size and spacing of your headline. You can even change the font, shape and weight of the text.

On the screen you can see the six headline fonts that are available. You can choose from Fancy, Gothic, Italic, Plain, Roman and Small. A check mark next to the font name shows you which font is currently loaded. The first time the headline section is used, Roman is automatically loaded. If you want to use a different font you'll first have to load it in.

To load a font press "L" and then the first letter of the font you want. Remember, if you're using 5.25" disks you'll have to put the FONTS/SAMPLES disk in the drive. The font you selected

will load and you'll see your headline change to that font..

Width

Above the commands at the bottom of the screen there is a ruler that marks the size of your text. The sizes are measured in inches. The "down" lets you know how tall the headline is and the "over" marks the width. You can use these measurements to make sure that your headline will fit into the column on your page.

To change the width of your headline, press "W." A prompt will appear asking you to press a number between 1 and 9. By selecting a number, you can change the width of the headline. 1 is the tightest (the letters move closer together), 9 is the widest. You can experiment with this until you get the headline to the exact width you want.

Height

Now that you have the width of your headline set, you can change the height too. Press "H" and again you'll be asked to enter a number from 1 to 9. If you're creating a headline for the top of your newsletter, you'd probably want it to be as big as possible. By pressing number 9 you can get the tallest headline.

If you want to create a smaller headline, for example, column

headings are usually about 2 to 4 times the size of the regular text, then you'd choose a number between 1 and 4. As with the width, you can experiment until the text is exactly the way you want it.

Brush

A unique feature of Personal Newsletter's headline section is the Brush option. Using this, you can change the way the font is drawn.

Press "B", and using the arrow keys, or the mouse, select a different brush. As you press the arrow keys, you will see a different brush stroke highlighted in the box at the bottom left of the screen. There are 25 different brushes to choose from and depending on the font you have selected, you can create different effects.

Once you have your headline exactly the way you want it, press ESC and you'll move back to your page. Now, using the arrow keys or the mouse, you can position it on your newsletter. Press RETURN (or click the louse button) to drop the headline onto the page.

Editing a Headline

If you 're finished with the headline, just press ESC and you'll be back to the text entry mode. However, if you decide that you want to make a few more adjustments to the headline then you can pick it up and edit it.

If you've already moved back to the text entry mode, hold down the closed apple and press "G" for graphics. A hand with a pointing finger will appear on the screen. Once you have the "hand" on the screen position it over the headline and press RETURN.

A prompt will appear asking you if you want to edit it as a headline or as a graphic. If you wanted to bring your headline into the graphic editor to use some of the special effects there you would press "E". However, once you've edited a headline in the graphics section, you can't bring it back to the Headline editor.

If you want to adjust your headline, press "H" to edit it and you'll be back in the headline section.

Importing Text

Instead of typing all your text using Personal Newsletter, you might want to bring text into the program from some other source like your favorite word processor.

You can import text that is in ASCII format by first selecting the File option from the main menu.

On the file menu is an option called Import which you can select by pressing the "I" key. Then you can choose the "ASCII Text" option from the menu by pressing the "A" key.

Enter the name of the ASCII file you want to import and press RETURN. The text will be loaded into the current window.

Not all word processors use standard ASCII files. Some embed control characters and other "extras" into a stored file. Personal Newsletter will try to strip out all the extra characters and just import the text only.

Some word processors that don't write plain ASCII files have a conversion program that will strip out all those extra characters

and leave you with a clean ASCII only file too.

Those are all the features available for entering text into your newsletter or document.

If you have any questions about entering text or need further information, you can refer to the sample newsletters in the upcoming chapters.

Chapter 6:
Creating Graphics

The other half of creating a great looking document is the ability to merge in graphics.

With Personal Newsletter, you can create original artwork or import predrawn pictures from the great computer art libraries of the world.

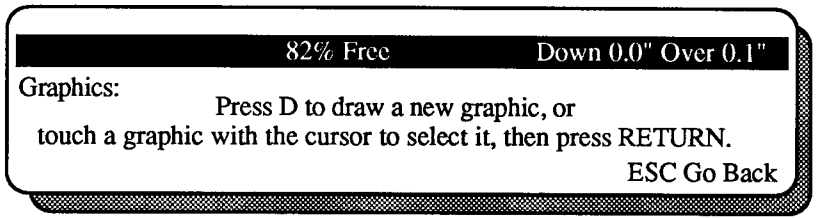
These libraries include the clip art disk that comes with Personal Newsletter, additional clip art disks that Softsync has created, clip art from other popular programs like Print Shop, Newsroom

Graphics Editor

and Dazzle Draw. You can even use digitized images created by video cameras.

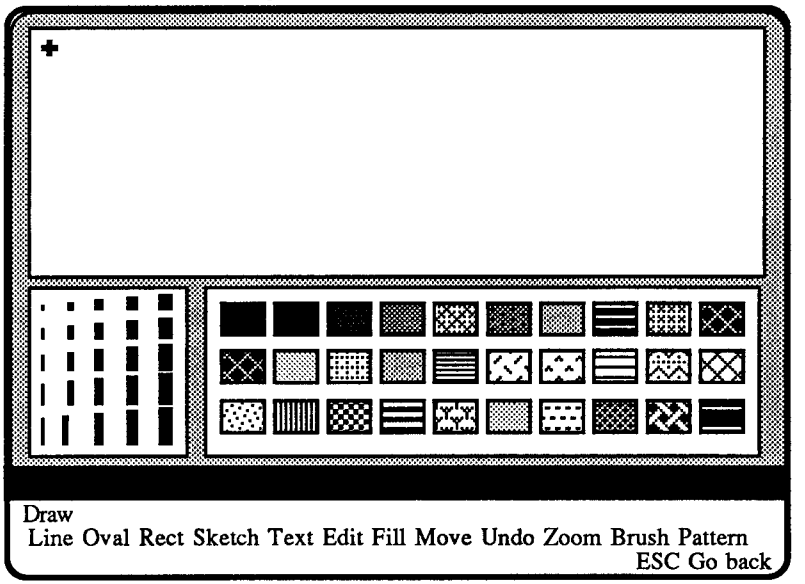
You can create a graphic by moving over into the graphics area of the program. Select the Graphic option from the main command menu by pressing the Closed Apple and "G" keys.

The cursor will turn into a little hand and the bottom of the screen will ask if you want to select an existing graphic or create a new one. You can move the hand with the arrow cursor keys or with the mouse.


82% Free
Down 0.0" Over 0.1"
Graphics:
Press D to draw a new graphic, or
touch a graphic with the cursor to select it, then press RETURN.
ESC Go Back

To edit a graphic, touch it with the hand and press RETURN. To create a new graphic, press the "D" key. Try this first.

The screen will change to look like this:



The top of the screen is the drawing area.

Below that, on the left side is the various lines widths and sizes that can be selected when you draw a line.

To the right of that are the various patterns you can select for filling in rectangles, ovals, circles or free form areas.

At the bottom are the different drawing tools you have available. You can select one by pressing the first letter of the word and a check mark will appear next to it.

Once a command is selected, it can be operated by simply pressing RETURN.

Art is created or edited in the graphics area. When you press escape in the graphics area, the picture is automatically moved to the newsletter page. From there you can place it wherever you want on the page.

Drawing Lines

The line drawing option is already selected. Move the cursor to the left side of the screen and press RETURN. The cursor is moved using the arrow keys or a mouse if you have one.

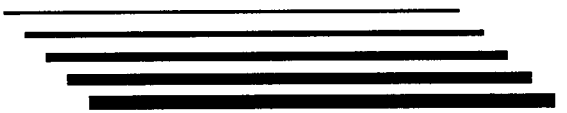
You can move the cursor faster if you hold down the Open or Closed Apple keys at the same time. This is true using any of the graphics tools. Also the mouse is supported by all the tools.

Brush Size

As the instructions at the bottom of the screen say, stretch the line to the length you want by moving the cursor. Then press RETURN to lock it.

A vertical or horizontal line will have no jagged edges. However you can draw a line in any direction you wish by pressing the up and down cursor keys as well, or by moving the mouse in the direction you want the line to go.

The line you have drawn is a thin one but there are 25 different types of lines you can select.

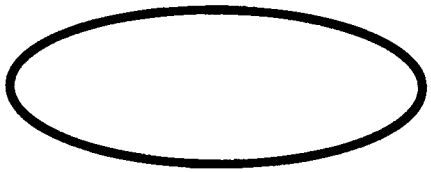


Select Brush from the menu by pressing the "B" key. Then choose a shape and thickness by moving around the box that is to the left of the patterns. Use the cursor keys or mouse to select a line style and press RETURN.

The subsequent lines you draw will be the style you picked.

Ovals

To draw an oval, move the cursor to the point on screen where you want the oval to start. Select the Oval drawing tool by pressing the "O" key.



Then move the cursor or the mouse to stretch the cursor to the size you want the oval to be. When it's the size you want, press RETURN or click the mouse button to lock it.

Note that the line of the oval is determined by the brush size you have set. To change the line style, press the "B" key to select brush and pick the style you want from the box.

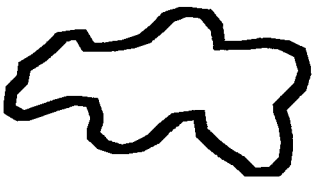
Rectangles

You can draw rectangles the same way you draw ovals. Place the cursor at the point on screen where you want the rectangle to begin. Select the Rectangle drawing tool by pressing the "R" key.

Move the cursor or the mouse to stretch the rectangle into the size and shape you want it. Press RETURN to lock it.

Sketching

You can also draw a free hand line if you select the Sketch tool by pressing the "S" key.



Move the cursor by pressing the cursor keys or by moving the mouse. Press RETURN to stop. The width of the line is selected by using the Brush feature.

Graphic Text

The graphic section of Personal Newsletter also allows you to create graphic text. This is text which you can treat like a

graphic to create all kinds of interesting effects.

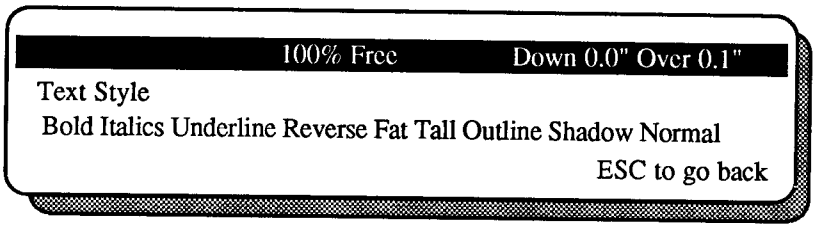
Select the Text tool by pressing the "T" key. Then move the cursor to any point on screen and type.

ABCDEF

If you make a mistake when you are typing, press the delete key to backspace over the letters. Once you press RETURN the text becomes a graphic which you can't backspace over.

Text Style

You can change the way the text looks by selecting the "Text Style" feature. Press the Control and T keys. The menu will display nine type styles: bold, italics, underline, reverse, fat, tall, outline, shadow or normal.



Select a style by pressing the first letter of the word. A check

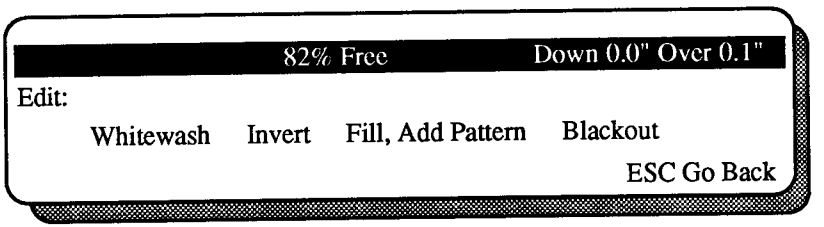
mark appears next to the style. (It works like a toggle so if you press the letter again the check mark disappears.) You can even put together combinations of text that is bold, italic and outlined.

Once you mark the styles, the text you type will reflect the selections.

Editing Graphics

The Editing tool lets you select a rectangular area and erase it, fill it with a pattern, blacken it or invert it.

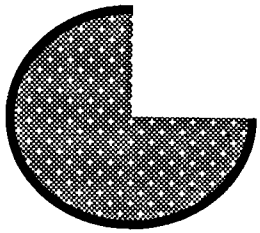
Move the cursor to the top left corner of the area you are going to define with a rectangle. This is like drawing a normal rectangle. Select the Edit tool by pressing the "E" key.



Then move the cursor to stretch the rectangle to the size that will define the area you want to edit and press RETURN.

Whitewash

If you wanted to erase a block of graphics select the Whitewash feature by pressing the "W" key. This turns everything in the rectangle into a white background.



Another application is when you want to create a white area within a black or textured area of graphics.

Invert

The Invert feature changes everything within a rectangle to its opposite. Define the editing rectangle by pressing "E" and moving the cursor to stretch it to surround the area to edit.

The Circus is Coming!

The Circus is Coming!

When you press the invert key, any black pixels are changed to white and white pixels to black.

Fill with a Pattern

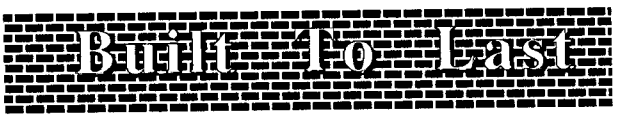
You can define a rectangular area and fill it with one of the thirty patterns available.

Move the cursor to the left top corner of where you want the rectangle to be defined. Select Edit, move the cursor or mouse to stretch the rectangle to size and press RETURN.

The rectangle is filled with the pattern selected. Change the pattern by pressing "P" and picking a different one.

Add a Pattern

You can also add a pattern on top of a graphic, using the same technique as the fill tool above.



The difference between Filling and Adding is that Filling erases everything currently in the rectangle while Adding actually mixes

the current graphics in the rectangle with the pattern you are adding.

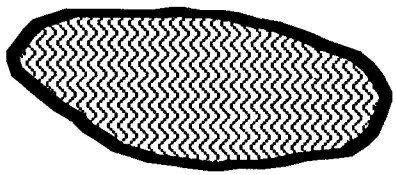
Blackout

The other feature available in the Edit section is Blackout, which will fill the area you define with black.

Define the rectangle as you normally do and press the "B" key for Blackout.

Fill

There is another Fill tool available on the main graphics menu. This will fill in any enclosed area you select with the current pattern, even if it is an irregular shape.



Move the cursor to a place that is enclosed within a graphic. This can be an oval, rectangle, or free hand drawing.

Press the "F" key to select the Fill tool. Press the "Y" to confirm and the area is filled in automatically.

You can change the pattern by pressing the "P" key and selecting any of the 30 patterns by moving the cursor.

Move

The graphic you are working on can be moved within the window if you select the Move tool. Press the "M" key and then move the graphic by pressing the cursor keys or moving the mouse. Press RETURN to stop.

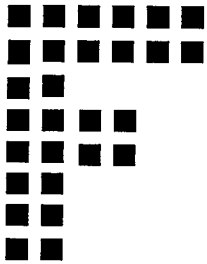
Undo

If you change your mind it's possible to undo the last thing you did.

The Undo tool, activated by pressing the "U" will undo only the very last thing you did. So if you fill an area with a texture you don't like, press undo right away and it will remove the texture. You can also Undo your Undo.

Zoom

The Zoom tool can help you for fine tuning a graphic and touch up work. It magnifies an area of the drawing so you can make changes one pixel at a time.



Select Zoom by pressing "Z." A box is displayed over a part of the graphic which is the area that is blown up. This can be moved to an area to edit using the cursor keys or mouse.

The menu gives you a choice of "Big Bits" or "Small Bits." Big bits displays larger sized pixels so less of the drawing is shown. Small Bits uses smaller sized pixels so more of the graphic can be displayed in the box.

When you press RETURN the area within the box is displayed in the whole window. And some editing options are available: Draw, Erase, Move, Flip Bit.

Press "D" to turn on Draw. If you move the cursor it will draw a black line.

Press "E" to turn on Erase. If you move the cursor it will erase any pixels you hit.

Press "M" to Move the window around the graphic so you can work on different parts.

Flip Bit means that by pressing RETURN the pixel underneath the cursor will be changed to the opposite of what it currently is. If you're on a black pixel it will be erased, if you are on no pixel a black one will appear.

Cursor Position

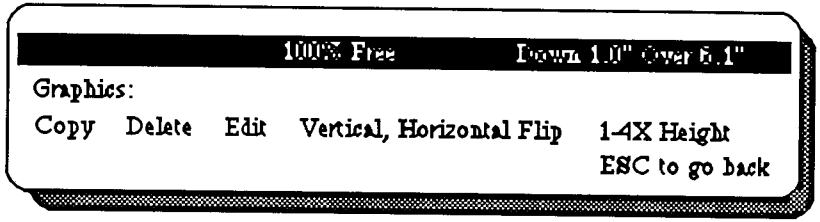
Note that the right side of the screen above the menu tells you where the cursor is located on screen. This will help you measure the size of the shapes you create.

Moving Graphics to a Page

When you have finished creating a graphic, move it to the newsletter page by pressing the Escape key.

Once the picture is on the page, you can move it around using the cursor keys or mouse.

The bottom of the screen has options to change the picture.



Copy

Pressing "C" will make a copy of the graphic on the page. Then you can move the copy anywhere on the page.

Delete

You can delete the graphic by touching it with the cursor, pressing RETURN and pressing the "D" key.

Edit

The Edit option here on the newsletter page will send the graphic back to the graphics section so you can change it.

Select the graphic to change by touching it with the cursor and pressing RETURN. Then press the "E" key and the screen will change back to the graphics editing section.

Vertical Flip

This feature will flip the graphic around vertically, sort of left to

right. Just select the graphic and press the "V" key.

Horizontal Flip

This feature will flip the graphic around horizontally, sort of top to bottom. Just select the graphic and press the "H" key.

Height

You can also change the height of the graphics you created. This is particularly handy for changing the size of a headline.

There are four heights. Choose the graphic by touching it with the cursor and pressing RETURN. Or pointing to it with the mouse and clicking the button. Then press either the 1, 2, 3 or 4 keys and the graphic will get taller.

Importing a Picture

You'll find when importing pictures (screen areas) that having a pre-planned layout will help you when 'pasting' your picture to the appropriate spot on the page.

Import Selections

Select "File" from the main menu. Select the "Import" option from the "File" menu. There are three types of files that you can import into Personal Newsletter; an Ascii Text file, a

Graphics file and a Screen Area.

Screen Area

Select "S" for "Screen Area." As the prompt displays, there are two types of screen areas you can import: a "Standard" screen or a "Double Hi-Res" screen.

If you are familiar with the term "resolution," then you'll understand that the difference between a "Standard Screen" and a "Double Hi-Res Screen." The "Hi-Res" screen area provides twice the resolution that a "Standard Screen" does.

If resolution is a new term to you, it simply stands for the number of "pixels" present on your monitor. Higher resolution screens contain a greater number of pixels per screen area, thus providing a sharper picture.

A "Double Hi-Res" screen is actually a "Standard Screen" with an "Auxiliary" screen laid on top. The effect of this overlay is a sharper picture.

Importing Hi-Res

Select "D" for "Double Hi-Res." It prompts for "Main Screen file." With "Fonts/Samples" in the drive press RETURN to view files contained in the directory.

Use the cursor to select "MONEY." Before you press RETURN take note of another file in the directory, "MONEY.AUX." This is the Auxiliary screen that will overlay the "MONEY" file, producing a sharper image. Auxiliary screens (files) always contain a .AUX extension.

Press RETURN. The program will prompt you for an "Auxiliary Screen file." Type in "MONEY.AUX." The program loads the two files from disk, performs the overlay and displays the result on the screen.

You can only import an area as big as the graphic window in the Graphic section (1.1 x 8.5.) This is so you can edit the graphic on screen.

Importing Large Graphics

You can import a picture that is larger than the Graphics editing window but it has to be brought directly into the newsletter page. When it's brought into the Graphics section it's cropped to the window size.

The program prompts you to move the a box to the start of the area to import. The area that we will import is a sure-fire attention grabber; George Washington's profile on the dollar bill. Money grabs a lot of people's attention.

Use the cursor keys to move the block to the upper left area of George's head and press RETURN. Stretch the box to encompass all of his profile and press RETURN.

You can stretch a block that is actually larger than the graphics window and put it directly onto a page.

The five options available to you are Copy, Delete, Edit , Flip or increase the Height of the image. Press "2." Notice how the height of the image increases. By pressing "V" or "H" you can flip the image if desired.

By pressing "E" for "Edit" you can work on this image further in the Graphics section. Press "ESC" twice to return to the main menu.

Note that if you have a picture on the page that is larger than the Graphics editing window, you can select it and bring it into the

Graphics window. Only the part that fits will move in. When you move it back to the page, you can select the part that didn't fit and move that into the graphics window. The two parts of the picture are treated as two graphics.

Importing Standard Screens

You can also import any standard graphics screens like pictures captured by a video camera and digitized onto a computer disk.

A couple of digitized pictures are on the "Fonts/Samples" disk that you can import. They have a .PIC extension.

Importing Other Graphics

Personal Newsletter will also allow you to import graphics that were created by other programs.

Select the File option and Import. On that menu is a choice called Import Graphics. If you select that by pressing the "G" key you can use artwork that was created by Dazzle Draw, Newsroom, Print Shop or Personal Newsletter.

Personal Newsletter art is stored in folders so that a lot more pictures fit on a disk. To view the folders, select the "File" option, select "Import," "Graphics" and "Personal Newsletter." Be sure the Clip Art disk is in the drive.

When you press RETURN all the art folder names are displayed with an .ART extension. The 5 1/4" art disk is two sided so if you flip it over and get the directory, it will display more art. folders.

Pick the folder you want (i.e. Animals, Sports, Christmas, etc.) Each folder has between four and ten pictures in it. The first picture will appear on screen. You can scan through the folder using the arrow keys. Select the picture you want by pressing RETURN.

To load art created by Print Shop, Newsroom or Dazzle Draw, just indicate the program where the art was created and enter the file name. (Select "File," "Import" and the program name.) The image will be loaded on screen for you to use in your newsletter. And you can edit, touch up or modify the pictures using the Personal Newsletter Graphics tools.

Print Shop

One problem you may encounter in importing graphics is copy protection. All Newsroom and some Print Shop art is copy protected. With Print Shop you will have to load the graphics you want into Print Shop's graphics editor, then save it off to a new disk. You can then convert the files to ProDOS and import them to Personal Newsletter.

Newsroom

With Newsroom, the graphics you want to use must first be loaded into Newsroom. Next you'll have to save them onto a data disk. The pictures must be saved as a photo file, this means that the file name must begin with "PH." (the period must be included). Once you have all the pictures you want onto your data disk, use the ProDOS conversion program to change the files from DOS to ProDOS (see below). Now you can import your Newsroom graphics into Personal Newsletter.

ProDOS and DOS 3.3

Personal Newsletter was written in ProDOS, which is Apple's newer DOS system that replaced DOS 3.3. ProDOS has more features such as the ability to support file directories and sub-directories.

Many of the graphics disks, such as Print Shop, are DOS 3.3 disks which means they cannot be read directly by a ProDOS program like Personal Newsletter.

Therefore if you try to load a picture from a Print Shop art disk, you'll probably get an error message indicating the program doesn't recognize the disk you are trying to load from.

Fortunately, Apple has provided a solution to the incompatibility between DOS 3.3 and ProDOS. Apple provides a conversion program called Convert on the utilities disk that comes with your computer that will create ProDOS files from 3.3 files.

It's an easy procedure. For example, on the //c utility disk, select "Advanced Operations" from the main menu, "Change a Disk's Format" from the sub-menu and "DOS 3.3 to ProDOS." Provide the disk with the art you want converted and a blank disk and the program will make the conversion to the blank disk.

This completes the chapter on using the graphics aspects of the program. If you need more information you can refer to the tutorial chapters later in the manual where a couple of sample newsletters are created step by step.

Chapter 7: Printing and Storing

Once you've created a newsletter there are two important things to do: Print a copy and store it for later use.

There are a number of options and features connected with both features, which will be covered in this chapter.

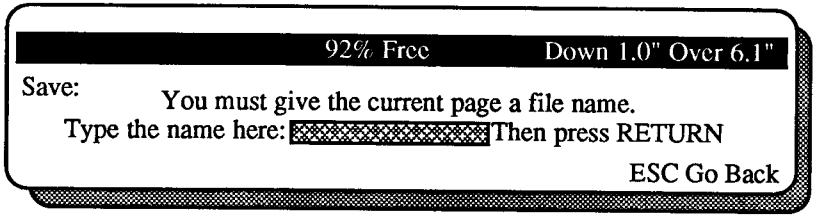
Storing Pages

Newsletters are created and stored by page. During the process of creating a page, you should be periodically saving it. That way, if there was a power failure or other interruption, the work you've done up until the last save would still exist.

Save

From the main Command menu select the Save option. Press the Closed Apple "F" to access the File area. Then, from the File menu, press "S" to Save the current page.

If this is the first time you are saving the page, you'll be prompted to enter a file name. This name can be up to 15 characters long and contain letters, numbers and periods. But it should start with a letter.



Type in a name and press RETURN. Your data disk should be in the drive and the newsletter will be saved to it.

Later, as your work progresses, select the Save option again to update the file on disk. Instead of being prompted for a name, the program will ask if you wish to save over the existing file, that is replace the file on disk with the latest version of the

newsletter. Press the "Y" key to do so, any other key is taken as a No.

Rename A Newsletter

Earlier it was suggested that if you use the same format but change the contents of the newsletter periodically, then you should create a "template" or standard page layout.

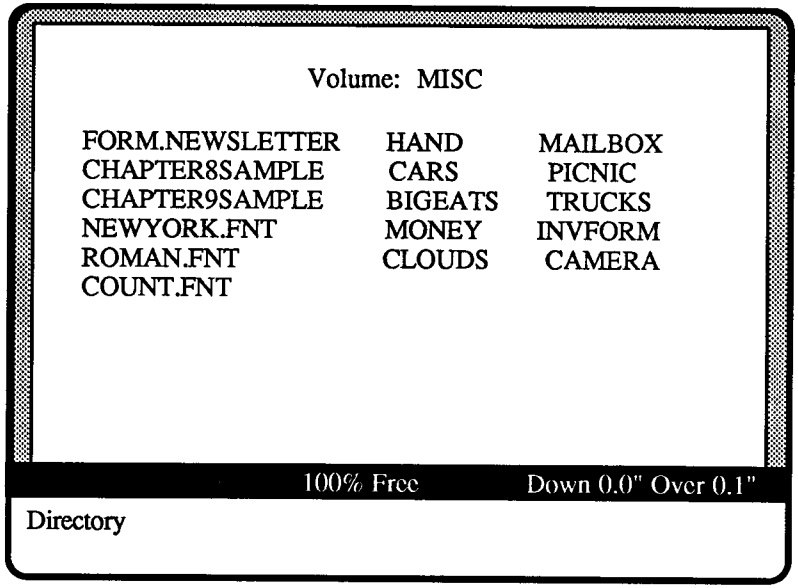
Normally when you use a template you load the file, say "Temp" and fill in this month's news. After a while you will want to save your work to date but you don't want to save it as "Temp" because this will replace your "clean" template with the current month's newsletter.

Instead of using the Save option, select the Name option. This will ask you to type in a new file name and save the current month's newsletter with that name. When you save the newsletter it will be saved with the new name. Your "Temp" template file will remain unchanged.

Directory

You can also look at the files that are stored on disk by selecting the Directory option. First select File from the main Command menu. On the File menu select Directory by pressing the "D"

key. All the names of the files on the data disk will be displayed on screen.



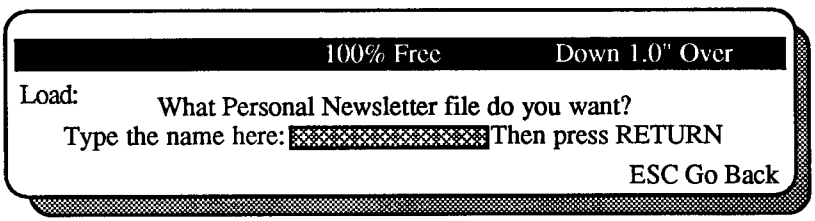
Sometimes you can identify what type of file is on a disk by the file extension. These are some typical extensions, which you can add when you create files:

Sample.TXT HiRes.AUX
Folder.ART Screen.PIC
Type.FNT PH.Sample

Loading

Often you will need to load a newsletter, a template or some graphics. You can do this by selecting the File option from the main Command menu and then selecting Load.

You'll be prompted for a file name, which can be up to 15 characters long. It can contain letters, numbers and periods but must start with a letter.



If you don't know the file name, press RETURN when prompted for the name and the directory will be displayed.

If you see the file you want to load, simply highlight it and press RETURN; the program will load it.

Path

You can set up files into directories when using Apple ProDOS. That means you can store all pictures in one directory and pages in another if it helps you organize files.

In order to find certain files, you have to provide the data path to the program. Normally the program looks for a file you request on any disk other than the Master disk. If a page is stored in a directory called "Pagefile" you need to indicate the path to that directory.

Select the File option from the main menu. Then select Path by pressing "P." Type in the path to the data to load Directories, sub-directories and file names are separated with a slash (/) so a path might read "PNdata/Pagefile."

Clearing A Page

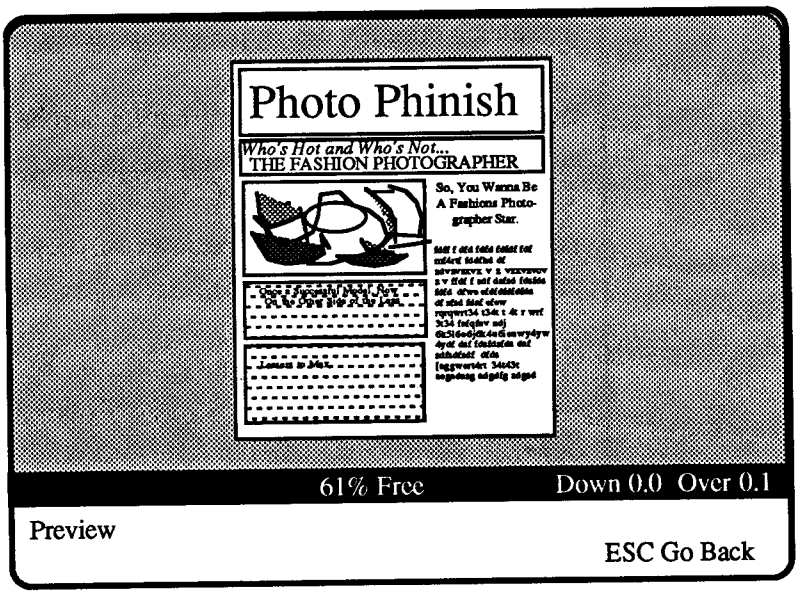
When you are done working on a page and have saved it, you might want to start working on a new page. To do this you must first clear the page on the screen. This is done by selecting the File option. From that menu select Clear by pressing "C." The program will ask you to confirm that you want to clear the page by pressing the "Y" key.

Printing

Preview

The best part of creating a newsletter is the moment when the first copy comes off the press, or, in this case, the printer.

Personal Newsletter pages can be printed during the process of designing and creating a page. You can see what the page will look like before you print it by using the Preview feature. Select Preview by pressing the Closed Apple and "P."



A reduced facsimile of the page will be drawn on screen so you can see how it will look when printed.

Printer Set Up

Personal Newsletter works with just about every Dot Matrix printer. (Note: Daisy Wheel printers do not work.)

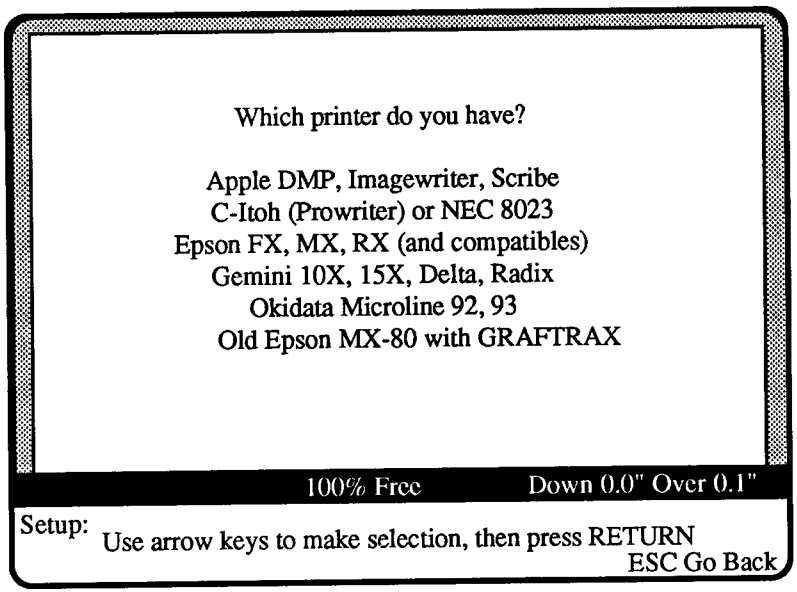
There are lots of different printers but many of them are compatible with each other. There are also many printer cards that attach between the Apple and the printer.

Both the printers and the cards have a number of different switch and software settings. Between the printers, cards and various settings, getting Personal Newsletter and your Apple talking to your printer and cards is sometimes the trickiest part of the process.

We've tried to take most of the work out of getting the printer and card set up by providing various printer drivers that you can select.

Press the Closed Apple and "M" keys from the main menu to select the "More" option. Print, Set up and Quit are options.

If you select Set Up, a list of printers is displayed. Choose the one you are using. Use the cursor keys to make a selection and press RETURN.


Which printer do you have?
Apple DMP, Imagewriter, Scribe
C-Itoh (Prowriter) or NEC 8023
Epson FX, MX, RX (and compatibles)
Gemini 10X, 15X, Delta, Radix
Okidata Microline 92, 93
Old Epson MX-80 with GRAFTRAX
100% Free
Down 0.0" Over 0.1"
Setup:
Use arrow keys to make selection, then press RETURN
ESC Go Back

If you are using an Apple //e, additional information is required. The program will ask which slot the printer card is in. The card is usually installed in slot #1.

The program will also display a list of printer cards. Pick the

one you are using and press RETURN.

These last two queries are not made on the Apple //c because the program knows which slot and card you are using.

The last question will ask you if you want to add a line feed. In most cases you should select yes, however, if your print out skips lines, you may have a printer that automatically adds the line feed. In this case select no.

This information is saved onto the master so you don't need to enter it each time you use the program. But if you change printers, it's easy to change the set up information anytime.

After the Set Up process, if you want to test whether your printer and card is working, just type "Hello" somewhere on the page and try printing it. If that prints, everything will.

If it doesn't print you might need to refer to your printer and card manual to see if there is any special settings that need to be made. In general, the standard switch settings should work for Personal Newsletter.

Printing A Page

When you are ready to print your newsletter page, press the Closed Apple and "M" keys. Then select Print from the menu by pressing the "P" key.

Personal Newsletter offers two qualities of print outs, single and double-strike. If you're just printing a draft copy to check it for typos, or just to see what it looks like on paper, you should select single strike. Single strike prints out at about twice the speed of the double-strike option. If your ready to print out the final version, select the double-strike option.

Be sure the printer is turned on and the paper is aligned. Then press RETURN and the page will be printed on paper.

If you need to stop printing before the page is done, press the Escape key. It will stop printing although it might take a few seconds to clear out whatever is already in the printer buffer.

Trouble Shooting

If the printer is not working, there are a number of possible solutions. Here's some symptoms and recommendations.

If nothing is happening:

1. Make sure the printer is turned on.

2. Check that it is "on line" or selected. This is usually a button or switch on top of the printer.

3. Be sure the removable top of the printer is securely in place if that is required for the printer to be on line.

4. Check the Set Up to be sure you've indicated the correct slot and card. If your card or printer are not on the list, check the hardware manual to see which one on the list your hardware emulates. Refer to the list in the appendix.

5. Check the cables to be sure they are firmly plugged into the computer and printer.

6. Check the DIP switches on the printer and card. If they have been changed from the factory positions, try resetting them. Each time you reset a switch, turn off the printer to clear the old setting from the printer memory.

7. Restart the system. Turn off everything. Then turn on the printer first, followed by the computer.

If everything is printing on the same line or leaving too many spaces between lines then first save your page and:

Check the printer and card DIP switch that controls "Line Feed" or "Carriage Return." If software doesn't provide a line feed -- advancing paper when a line is printed -- then the line feed switch can be turned on. If software provides a line feed then the printer switch is turned off. Personal Newsletter provides a line feed so the switch should probably be off.

If the printer is skipping lines, acting up:

If the printer is beginning to skip lines or not print very well, then it might be heating up. Pages with a lot of graphics can cause the print head to heat up. If you are working the printer hard, give it a break and let it cool down.

If the print quality is deteriorating:

Generally when you print out a newsletter you will probably use

it as "camera ready" copy that will be laid out on boards and sent to a printer or photocopier for reproduction.

Therefore it's important to get a clean, crisp printout so the copies will be readable too.

The quality of the printout depends a lot on the ribbon you are using. The ribbon moves past the print head where it is struck against the paper to leave an ink impression.

An old ribbon doesn't have enough ink left on it so the quality of the printout is probably going to be faint. It's time to change the ribbon if your printouts look washed out.

On the other hand, a new ribbon might have a little too much ink on it to give you a crisp print out. If the letters or graphics are filling in with ink, you might want to use the ribbon for word processing or something else for awhile before printing the newsletter.

Quit

Finished? Just press the Closed Apple and "M" (for More) keys. And press "Q" to Quit using Personal Newsletter. You'll be returned to the Apple start up screen.

Chapter 8:
Sample: A Certificate

Chapters four, five and six covered the aspects of laying out your application. You were encouraged to get your design ideas into layout form first, and then shown how to merge the graphics and text that make up the design into a Personal Newsletter application.

This chapter will go through the creation of a simple application in Personal Newsletter. Although this design is far from complex, creating it will use some of the features covered in previous chapters.

Certificate of Completion

While a certificate isn't exactly a newsletter, this illustrates how you can use Personal Newsletter for all kinds of communications including forms, flyers, ads and anything else that you use frequently and may need to modify from time to time.

You may be familiar with the following application. Many people in education or sales need to issue certificates to indicate successful completion of a course or courses.

Of course, these certificates can be given out in some cases as a serious measure of achievement, and in other cases, can be given out as a light-hearted touch recognizing a less than prestigious achievement.

In the following scenario, Jeff Campbell is a manager of a sales concern. He puts all beginning salesman through a sales course of his own design. Upon completion of the course the former students are put to work using their newly learned skills and each receive a certificate of completion made by Personal Newsletter.

Layout

The layout of the certificate is simple. Only one window is needed (to house the border) and no graphic images need to be imported. When finished, the certificate will look like this:

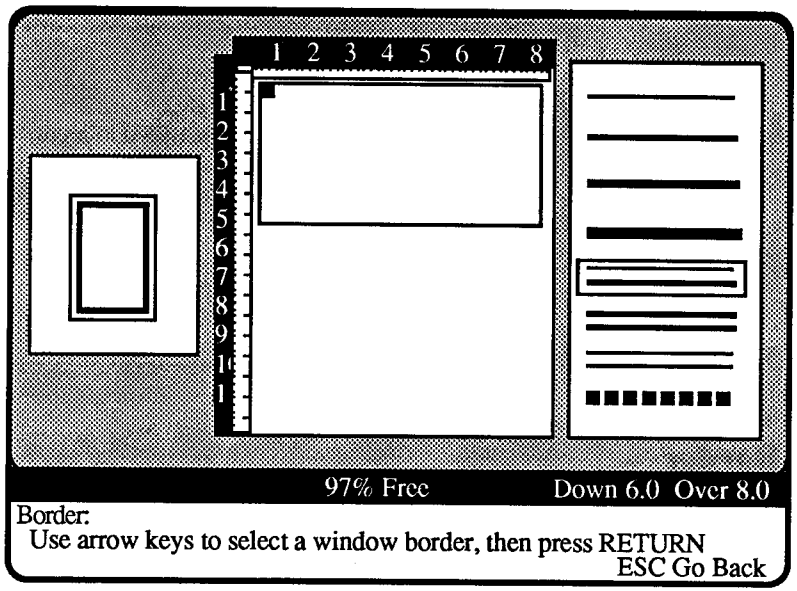
Certificate
of
Completion
This award is presented to:
Mary Brady
for completing the Sales Training Course. This certificate indicates that the bearer is fully qualified to represent the company as a sales professional and has a complete knowledge and understanding of the company's products, services and policies.
Presented on (date) _____
Jeffery Campbell
Manager
Sales Training Program

Creating a Border

Select the "Windows" command from the main menu. From the "Windows" menu select the "Add" option. The window we will create will be the border of the certificate. Press RETURN at the

prompt that asks you to move the window to the starting spot.

The next step is to stretch the window Over 8.0 inches and Down 6.0 inches. Stretch the window using the cursor keys or mouse. The keys move faster when you hold down the Open or Closed Apple keys. When the window is close to the size, use just the cursor keys to "fine tune" the sizing. Once it is the right size, press RETURN.



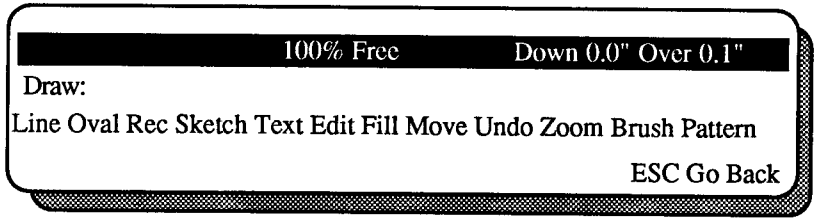
Select "B" for "Border." From the Border menu on the right you are asked to select a window border. Make a selection using the cursor keys.

Notice how the window on the left displays what the border will look like as you scroll through the border selections. Probably the most appropriate selection for the certificate application is the double-edged border (the fifth border down from the top.) If you disagree, select another border instead. Once you make your selection, press RETURN.

Press "ESC" to return to the main menu. We can now create the text for the certificate application. Part of the text will be created in the using the "Graphics" section. The "Graphics" section lets you control the size of the text. Because we want the text "Certificate of Completion" to stand out, we will use the "Graphics" section to create it.

Graphic Text

Select "Graphics" from the main menu. Press "D" to start work on a new graphic and the screen will change to reflect the Graphic tools menu.

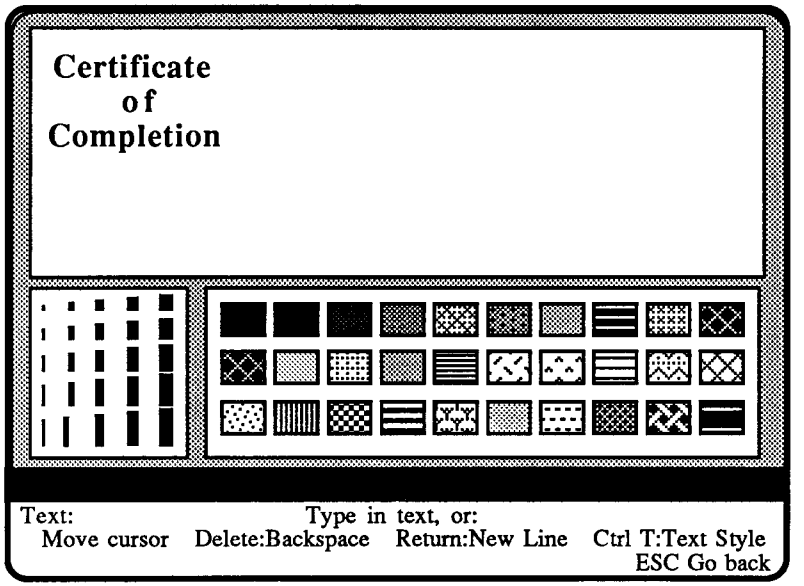


Note from the completed picture shown earlier how the text "Certificate of Completion" should look.

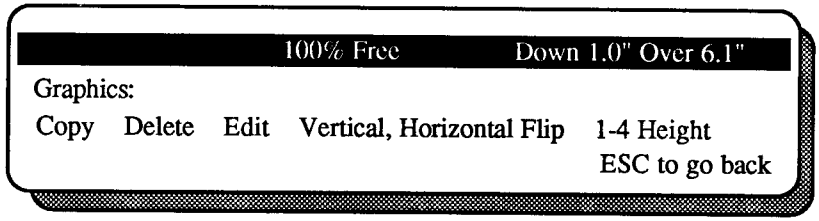
The first line contains "Certificate." The second line has "of" and the third contains "Completion." Position the cursor (it appears as a plus sign) in the middle of the screen on the first line. The coordinates should be Down 0.0 and Over 3.3.

Select "T" for "Text" and then "CRTL T" to set the text style. Select "B," "F" and "T" for "Bold," "Fat" and "Tall." Press "ESC." Type in the text "Certificate."

Press RETURN and the cursor will move to the left side of the screen on the next line. In order to center the text, press the space bar until the cursor is under the first "i." On the second line type in the text "of." The "o" in "of" should be under the "if" in "Certificate."



Press RETURN. Type in the "Completion" on the third line. It should be centered as well by lining up the "C" with the "C" in Certificate. Press ESC twice to return to the Graphics menu in the page section. It has this menu at the bottom.



As we said starting out, we chose the "Graphics" section to create this text because we wanted to control the height.

To vary the height, select 1-4. The best height for this application is 2. Press "2" to select twice the height of the graphic created in the "Graphics" window.

Notice how the text, although centered in the "Graphics" window, is left-justified on the main screen. To center the graphic, simply choose the Closed Apple Key and press the cursor keys. Once the graphic is centered we can start entering in other text. Press Esc twice for the main menu.

Set Style

Using the arrow keys, bring the cursor down a couple of lines below the text graphic and enter in the following text:

"This award is presented to

(Then press the RETURN key three times to leave some space. And continue.)

"for completing the Sales Training Course. This certificate indicates that the bearer is fully qualified to represent the company as a sales professional and has a complete knowledge and understanding of the company's products, services and policies.

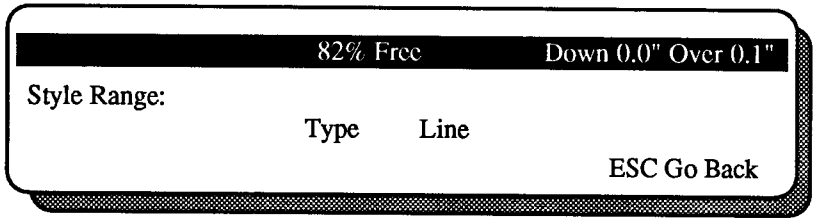
Presented on August 16, 1987

Jeffery Campbell
Manager
Sales Training Program"

Once you have entered the text, select "Style" from the main menu. Our goal in selecting this is to style the text we have just entered. Select "Range" from the "Style" options.

Move the cursor to the first position in the range to style, in this case the "T" in "This award...." and press RETURN. Move the cursor to the last position in the range to style, in this case the "s" in "policies" and press RETURN.

The program provides two options: "Type" enables you to set the type of text that will be displayed, be it "Bold," "Italic" or "Normal" for example. The type shown is Normal.



Select "Type" and choose "Bold" from the menu. When you press RETURN, the text you selected becomes boldface.

Centering Text

Another option you can use in this certificate sample is text centering.

Select "Range" again from the "Style" menu. Move the cursor to the beginning of the range. In this case go to the beginning of "Jeffery." Press RETURN, move to the end of the range, the word "Program," and press RETURN again to define the text you want to center.

The next option we want to choose is "Line." Select "L." The text we have entered is left-justified. In order to center this text select "C" for "Centered." Press RETURN.

The highlighted text is now centered. That completes the text that needs to be entered. But we are not finished yet. You can put more graphics into the certificate if you want.

For example a double line might look good between the certificate title and the text. Select "Graphics" from the main Command menu by pressing the "G" key. Then press the "D" key to draw a new graphic.

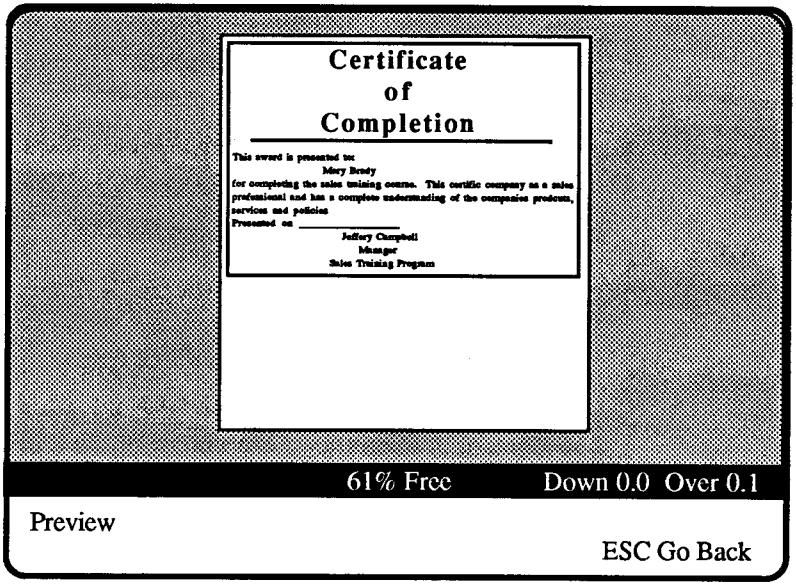
When you are back on the graphics screen again, select line and draw a line about 7 1/2" long. Change the brush size to the next wider size. Then move the cursor down a bit and draw a line the same length as the first one.

Press ESC to move this graphic back to the main page and position the lines between the certificate title and text.

You might also want to draw a line where the person's name would be written on the certificate. Follow the same steps.

Preview

Press ESC to go back to the main menu. Select the "Preview" command. The program displays the message "Generating Preview" as a full page preview is generated:



While the preview is hard to actually read, it does provide a good representation of the overall scale. If there is too much space at the bottom, the border can be moved up towards the text

so the bottom and top borders are separated from the text by approximately the same margin.

Resetting Border Size

Press ESC. Select the "Windows" command from the main menu. Select the option "Change Size." By manipulating the cursor keys you can decrease or enlarge the window's size. In this case we want to bring the bottom border up a bit so that the certificate appears uniform within the borders. (This depends on how you placed the elements on the page.)

Hit the "UP" arrow key a few times and press RETURN. Press "ESC" to go back to the main menu. Personal Newsletter will display a "Reformatting" message as it re-configures the certificate to account for the border change.

Select the "Preview" command again. Notice how the borders are now more uniform around the text.

Printing the Certificate

To view a printout of the final product, select "More" from the main menu. The "More" lists three options, "Print," "Setup" and "Quit."

Set Up

If you have not printed out anything yet SAVE your file in case something goes wrong. Then select "Setup." This configures the type of printer you are using to work correctly with Personal Newsletter. "Setup" lists five categories of the most popular types of Apple printers. Position the cursor over the one that includes your printer and press RETURN.

Most printers work like the printers listed here. If your printer is not listed then you should select one of these and see if it works. Sometimes printer manuals indicate which printer type they emulate.

You are now ready to print. If you experience any problems with this setup, refer to the chapter on printing for more information.

Print

Select "More" from the main menu and select the "Print" option. If you have not used "Setup" to configure your printer for Personal Newsletter, you will be reminded of this.

Personal Newsletter will remind you to turn your printer on and align the paper. Once you are ready, press RETURN.

Save

That's it! The final product. Be sure to choose the "File" command from the main menu and select the "Save" option. "Save" the certificate as "Sample1" or something that makes sense to you.

This certificate can be saved the way it is as a template. Then whenever you need to create specific certificates for graduates of the training course, you can load the template and fill in the person's name (it's best to use the graphic text and use the style options like bold and italics when entering the person's name).

The completed certificate can be saved under another name. Use the "Name" option in the "File" menu. The original template will remain intact.

In the next chapter we will create another sample application. The application will be a newsletter that will make use of the "Import" feature in Personal Newsletter.

Chapter 9: Sample Newsletter

This chapter is devoted to building a newsletter from scratch, step by step. This newsletter will use almost all the features of Personal Newsletter so if you build this one you'll be a pro.

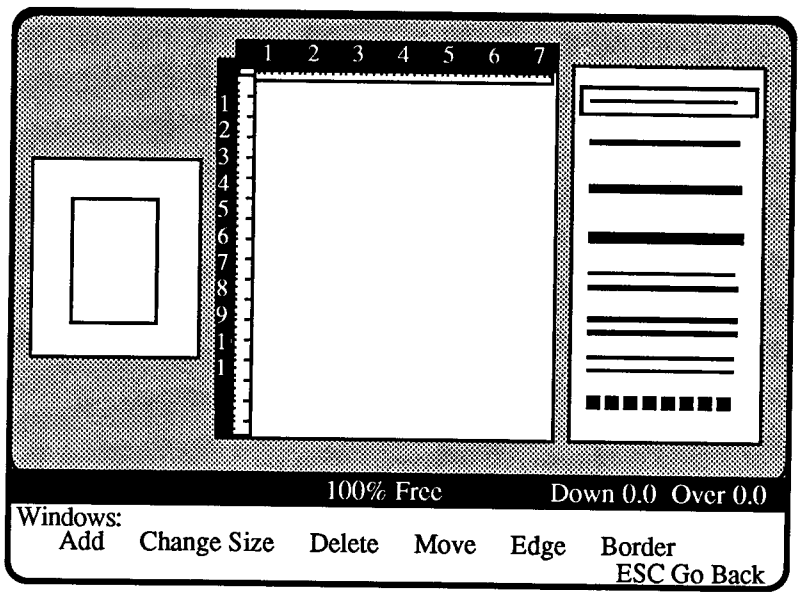
The newsletter is called "Photo Phinish" and it's a gossipy, information monthly about photography as art.

If you want to look at the finished version of the front page, it's stored on disk as "PhotoPhinish." Load it and print it so you can follow the progression of actually building it.

Layout

The first step is to set up the windows in the form of the newsletter layout.

Press the Closed Apple key and select Window from the menu. The screen will change to show the area in which you can set up the page windows, into which text and graphics are placed.



For this page format we will set up six windows of various sizes and shapes to accommodate headlines, text and graphics. Press the "A" key to add a box and stretch it to size using the cursor keys or the mouse.

The box will stretch faster if you hold down the Open or Closed Apple keys while pressing the cursor keys. The cursor keys alone can be used for "fine tuning" the windows to the exact size.

These following are the dimensions of each window. Starting from the top of the page, and from left to right.

Box #1 is the top one. Stretch the box until it measures as follows:

Top left corner	Down 0.1" Over 0.0".
Bottom left corner	Down 1.5" Over 0.0".
Top right corner	Down 0.1" Over 8.5".
Bottom right corner	Down 1.5" Over 8.5".

Use the guide, which tells you exactly where you are on the screen, to position and size the windows. This gives you exact measurements in inches, so you can use it for precision work.

Box #2 is actually under box #3 . Stretch the box until it measures as follows:

Top left corner	Down 2.5" Over 0.0".
Bottom left corner	Down 4.8" Over 0.0".
Top right corner	Down 2.5" Over 5.1".
Bottom right corner	Down 4.8" Over 5.1".

Box #3 is just below #1. Stretch the box until it measures as follows:

Top left corner	Down 1.6" Over 0.0".
Bottom left corner	Down 2.3" Over 0.0".
Top right corner	Down 1.6" Over 8.5".
Bottom right corner	Down 2.3" Over 8.5".

Box #4 is the long vertical box on the right. Stretch the box until it measures as follows:

Top left corner	Down 2.5" Over 5.2".
Bottom left corner	Down 10.8" Over 5.2".
Top right corner	Down 2.5" Over 8.5".
Bottom right corner	Down 10.8" Over 8.5".

Box #5 is below #2. Stretch the box until it measures as follows:

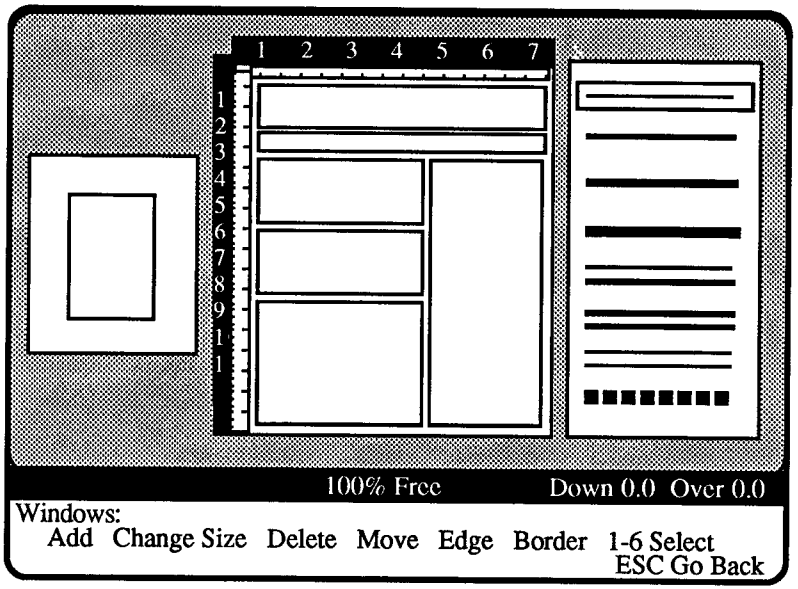
Top left corner	Down 5.0" Over 0.0".
Bottom left corner	Down 7.0" Over 0.0".
Top right corner	Down 5.0" Over 5.1".
Bottom right corner	Down 7.0" Over 5.1".

Box #6 is below #5. Stretch the box until it measures as follows:

Top left corner	Down 7.1" Over 0.0".
Bottom left corner	Down 10.8" Over 0.0".
Top right corner	Down 7.1" Over 5.1".
Bottom right corner	Down 10.8" Over 5.1".

You create all the boxes by using the Add option and stretching them to size. If you need to make adjustments, select the window and then select either "Move" or "Change Size."

When finished your layout should look something like this:



Borders

Another option available in the Window section is to give the windows different borders. Borders are used to separate stories and make it easier for readers to follow the flow of information.

There are eight borders, as shown on the right side of the screen. When you set up a window, the program automatically assigns the top border -- the single thin line.

To change a border, designate which window by pressing it's number. Then select Border by pressing the "B" key. Move up and down the border options using the cursor keys. When you pick one you like, press RETURN.

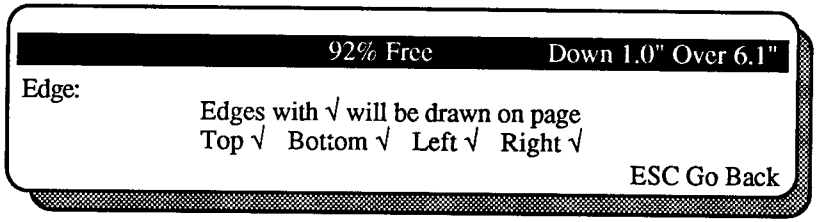
For this page change borders around #5 and #6, as follows.

Press "5." (the box flashes a bit to indicate you've selected it.) Press the "B" key to choose a new border and pick the sixth design down -- the two thin lines. This window will have a photo in it, so the thin double lines will frame it.

Press "6." This window will contain an advice column so select the dotted line border at the bottom of the options. When you select a window, the left side of the screen indicates what border has been selected for it.

Edges

Another option available is that you can decide which edges you want the borders to appear on. Pick the #4 window to change. Then press the "E" key for changing edges.



Normally a border is printed on all four sides. Note the top, bottom, left and right designations have check marks next to them. To deselect an edge, press the first letter of the word. In window 4 we don't want to print the left and right edges so press "L" and "R." The checks should disappear and the left side of the screen will show how the border will print.

That's all that is required to set up the layout of your page. Press ESC to go back to the main page and you'll see the borders you set up on the page. Of course you can make adjustments as you continue to work on the page.

Graphics

The next step in making up the page is creating graphics. You have many to choose from. You can create graphics and headlines using the Personal Newsletter Graphics Tools; or import pictures from programs like Print Shop, Dazzle Draw and Newsroom; you can use the clip art provided with Personal

Newsletter; and you can import screens that contain digitized pictures from a video camera.

Headlines

First we will write all the headlines for the Photo Phinish Newsletter using the Headline and Graphics Sections. This is so we can create different some interesting effects.

Select window 1 by pressing Open Apple and "1." Press the Closed Apple and "M" keys, the press "H" for headline. The screen changes to the headline area.

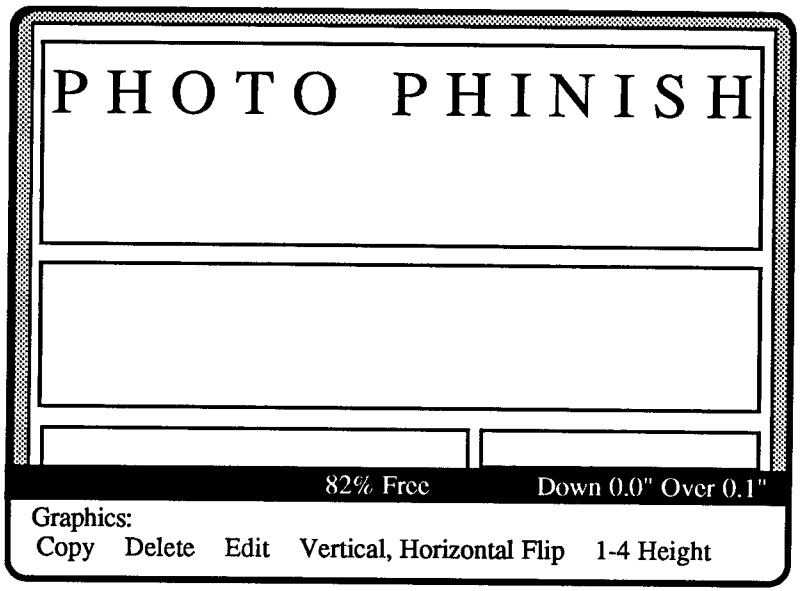
For the "PHOTO PHINISH" headline we're going to use the ROMAN font. If you haven't loaded another font, there should be a checkmark beside the word ROMAN on the screen. If not press "L" to load a font and select ROMAN.

Next select the size of the font. Since our headline is the name of the newsletter, let's make it 9. Press "H" and then "9." The width of this headline should be six.

Now, press "E" to enter text and type in the words "PHOTO PHINISH" using all capital letters. Press RETURN to bring you back to the menu.

Since this is our biggest headline, it would be better if we could make it bold. Choose the brush option ("B") and move the pointer down one row and one column to the right. Press RETURN and you can see that the headline is now bolder.

Press ESC to bring the headline to your page and place it at the top of window 1 using the mouse or the cursor keys. Press RETURN to place the headline and ESC to return to the menu



Text and Graphics

The next part of creating the newsletter title will illustrate how you can turn headlines into graphics to create sophisticated headline effects.

If you are on the main page, press the Closed Apple and "M" then press "H" for headline. This time we'll use the Italic font, height 1, width 5 and using the same brush as the last headline.

Type in the words "PHOTO PHINISH" this time put two spaces between the words. This will line it up with the other headline on the page.

Bring the headline back to the page, but instead of placing it, we'll use the graphics editor to make a few changes to it.. Press "E" to edit the headline and you'll be asked if you want to edit it as a headline or as a graphic.

Press "G" for graphic. You should now be in the graphic editor with the headline at the top of the graphic box.

The first thing we want to do is reverse the headline. Position

the cursor (the cross) at the corner of the word "PHOTO" and then press "E" to edit. Stretch the edit box around the headline using the mouse or the arrow keys. Keep the box fairly close to the text. Now press RETURN.

To reverse our text, we want to invert everything in the edit box. Press "I" for inverse. Now you have white text inside a black box. Press ESC to bring you back to the page.

Now that we've edited the headline in the graphic section, Personal Newsletter will no longer recognize it as a headline, so you can't take it back to the headline section to change it.

Flipping Graphics

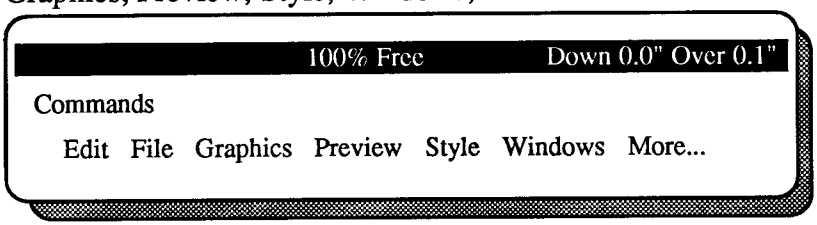
The last step in creating our headline is to flip it so it becomes a mirror image of the headline above. Press "H" for horizontal flip and then place the graphic under the headline in window 1.

As with other graphics, we could have stretched our headline up to four times its size, or we could have flipped it vertically as well, but for our purpose the horizontal flip was all we needed.

Text Entry

The last part of the title section is to enter a sub-head in the window that describes what the newsletter is, or its editorial intent. Since it doesn't have to be very large, you can just type it in using the normal text editing feature of the program.

You can tell you are in the main page section if these commands are shown when you press the Closed Apple keys: Edit, File, Graphics, Preview, Style, Windows, More.



Centering

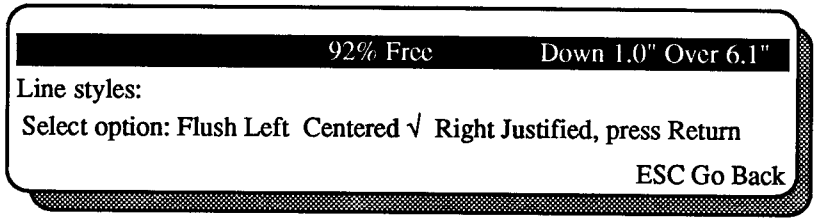
Move the cursor to a line under the newsletter title in Window #1. Type "The Journal of Photographic Excellence."

This sub-title looks better in the middle of the window, under "Photo Phinish." Do that by selecting the Center option.

Press the Closed Apple and "S" keys for Style. Choose Range from the menu and then define the line as the range. Press

RETURN and the menu offers "Type" or "Line."

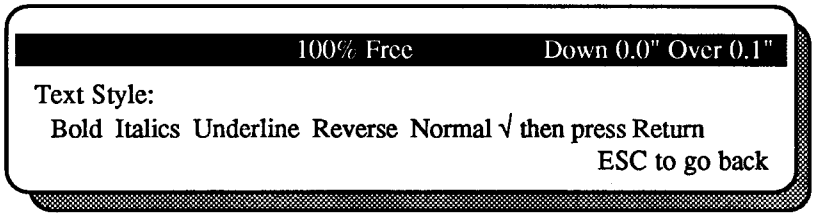
Select Line and indicate that you want to center the range by pressing "C." A check mark is shown next to "Centered."



As you can see, this is how you set text to appear flush left, centered or justified (even left and right margins).

Change Style

You can also change the style of the text using similar commands. Pick "Style" and "Range" and define the line as your range again. Select "Type" and you can give any of these attributes to the range of text: Bold, Italics, Underline, Reverse or Normal by pressing the first letter of the option.

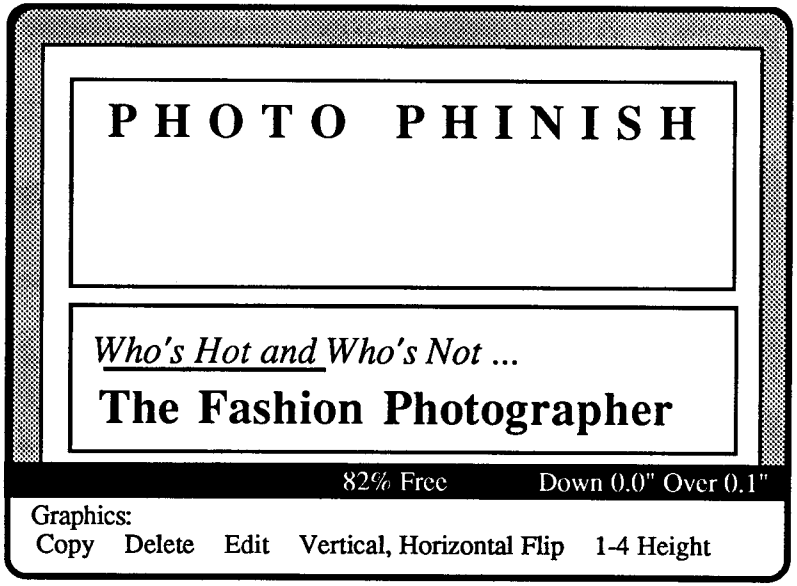


For the sub-head, select Bold. Press "B" and RETURN.

The rest of the text and headlines of the newsletter are entered as explained above. This is how each was done:

Window 3

The headline "THE FASHION PHOTOGRAPHER" is in window 3, which is selected by pressing the Open Apple and "3" keys. Then press the down arrow key. Both lines were created in the headline section using different fonts..



"THE FASHION PHOTOGRAPHER" is ROMAN, height 1, width 2, using the second top brush on the left. "Who's Hot and Who's Not" is ITALIC, height 1, width 1 with the smallest brush.

The line underneath "Who's Hot" was drawn in the Graphics section by changing the "Brush" to the second width down and drawing with the "Line" tool.

Window 4

The text column down the right side of the page is Window 4. The headline "So, You Wanna Be A Fashion Photographer Star" was created using the Graphics Text. Go to the graphic editor and pick the TEXT tool. Press CTRL and "T" to change the style of the text. Select Bold and type in the text pressing RETURN at the end of each line.

Bring the text back to the screen by pressing ESC and then stretch it to twice its height by pressing "2."

The text was typed using the text editor in the page section. Three spaces were used to indent paragraphs and text style was set on Flush Left.

The sub-headlines "Fast Lane" and "1 In A Million" were typed like normal text. Then they were changed by selecting "Style" from the menu and defining the line as a range. The "Line" feature is used to designate the text should be centered and the "Text" option is used to put the text in bold.

Window 5

This window is made up of a headline, "Once Successful Model, Now On the Other Side of the Lens" which was created

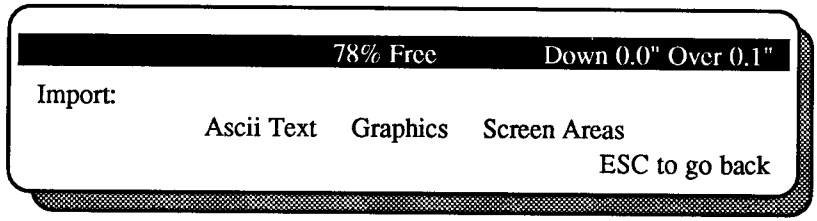
Window 2

in the graphics section in Bold style type and enlarged to size 2. The text was typed using the editor in the main page section.

This picture is actually a photograph that was shot with a video camera and digitized. It's on the disk and can be selected and inserted right into the newsletter page, even though it's actually larger than the graphics editing window.

From the main menu, select Window 2 by pressing the Open Apple and "2" keys.

Then select File (Closed Apple and "F" keys). From the File menu select Import. You are given a choice of importing ASCII text, graphics or screen areas. The picture is a screen area so press the "S" key.



There are standard screens and double hi-res screens, which are

actually two screen overlayed for greater detail.

This is a double hi-res screen so press "D." Then enter the name of the file which is called "Photo" and press RETURN. Another prompt asks for the file name of the second screen, which is "Photo.Aux." Enter that and press RETURN.

Both screens are displayed and you are prompted to select the area of the photo you want to select to move to the newsletter. This is done by indicating the top left of a rectangle and stretching the rectangle to fit the crop.

The rectangle size depends on it's shape. If it's a long picture you won't be able to go as wide. If it's wide, the rectangle won't go as deep.

Note that the rectangle can be larger than the Graphics editing window. Since this picture will be larger than the Graphics window you need to import directly to the newsletter page.

If you needed to edit the photo or touch it up, you can move it from the page to the graphics editor in two pieces.

Window 6

Set the rectangle to the crop you want and press RETURN. The picture will be moved into Window 2. You can adjust it's position by pressing the cursor keys or moving the mouse. Press RETURN to lock it into place.

This window uses both graphics and text in the same area. You can even wrap the text around the pictures.

First load in the two pictures from the disk and position them in the box. Select "File" from the menu, then "Import" and "Graphics." Choose "Personal Newsletter" and type in the names. The file names are "Mail" and "Writer."

Then create the headline "Letters To Max" using the headline section. The font is SMALl, height 2, width 1 and uses the smallest brush..

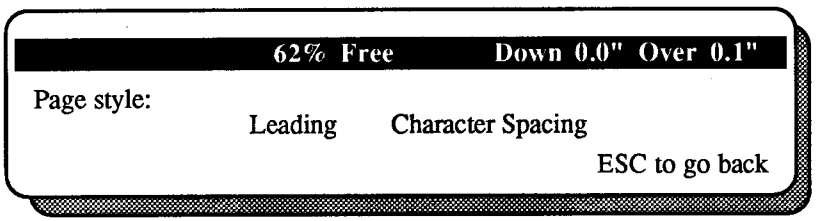
The rest of the text was typed using the text editor. The first line "Advice, Words of Wisdom, etc." was set in bold and centered.

The rest of the text is flush left. When the text gets near the mailbox just press the RETURN key to start a new line. Use extra spaces to type around the hand.

Leading and Spacing

If the text you have written doesn't fit into the window you can change the size of the window (using the Window option) or you can change the spacing between the lines and the characters.

Select Style from the main menu (press the Closed Apple and "S" keys) and, from the sub-menu, select Page. This provides two options:



Leading is the space between lines. Using this option closes it up.

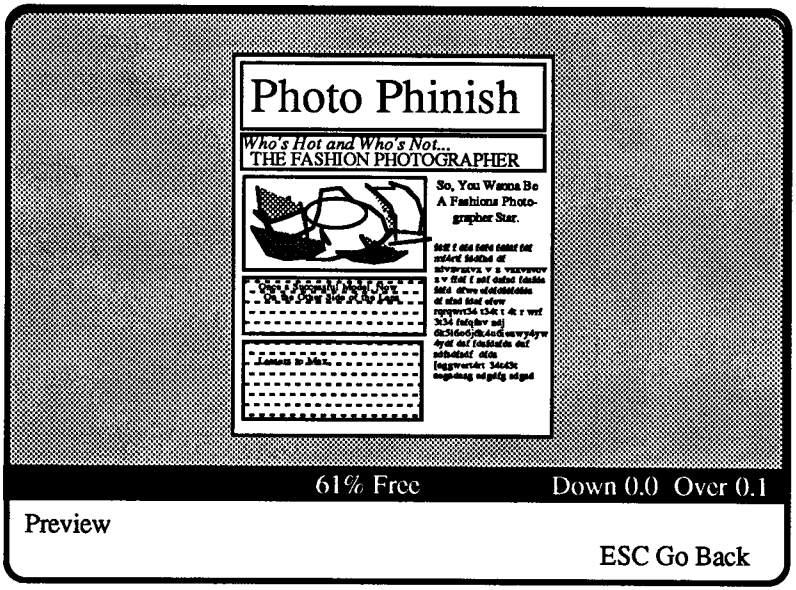
The Character Spacing option shortens the space between letters.

These options effect the whole page of text.

Preview

Since you have phinished (sorry, couldn't resist) entering everything into this page of "Photo Phinish" you probably would like to print out a copy.

Before printing you can see what it's going to look like. From the main section, press the Closed Apple and "P" key to Preview. A reduced version of the whole page is shown on screen.



Set Up

From the main section pick the "More" option (Closed Apple and "M" keys).

If you haven't indicated which printer and card you are using, select the "Set Up" option.

First, a list of printers is shown. Highlight your printer by pressing the cursor keys and press RETURN to select it.

If your printer isn't on the list, pick the printer brand that it emulates. Most all dot matrix printers work like these listed.

Next, if you are using an Apple //e, a list of printer cards will be shown. Select your card and press RETURN. This will not appear if you use an Apple //c because the program already knows which card you are using.

The information will be stored on the master disk so you won't have to use Set Up again unless you change hardware.

Print

The Print option is accessed by picking "More" from the main options menu and pressing the "P" key.

Make sure the printer is turned on, selected and the paper is lined up. Select either single or double-strike printing (remember double-strike takes longer) then press RETURN. Your newsletter page will be printed.

That's the way it's done with Personal Newsletter. Just follow the commands on screen and the rest is up to your own creativity.

Chapter 10:
Hints and Tips

How come some newsletters or other written communications look so good? It's purely design. Some people have a knack for making a newsletter or document look clean, slick and appealing. Many of those people are accomplished professionals with years of experience. Their job is to create a distinctive page.

If you are not a professional or don't feel you know how to make a page look slick then there are some things you can do to develop the skill.

Look Around

The best sources of design ideas are all around you. Every day in the mail or in magazines and newspapers you see lots of slick looking ads, newsletters, designs and other pages that use text and graphics to communicate an idea.

In fact there's so much information around that designers have to continually come up with new ideas in order to get attention for their message.

That's what you should do. Observe the works of the greatest designers in the world, clip out the layouts and graphic elements that appeal to you and use Personal Newsletter to help you create your own design.

Keep a file of designs that you think are great. When it's time to design a new document, flip through the file for inspiration.

What's The Message

When you are ready to create a design, first determine "what's the message?" Your design should reflect an appropriate mood for the message.

If you write a monthly newsletter on a serious topic, you don't want cartoons and silly graphics. But if the topic is kind of light, silly graphics will get the message across just great.

Everything in the layout -- the pictures, headlines, title, text style -- contributes to the tone of the page. They have to fit together logically and appropriately.

Take a newspaper as an example. The information at the top of a page is usually more important than what's at the bottom. The first page of a newspaper reflects the news that the editors felt was most important to readers. And the right column reflects the most important news on the first page.

It's the same with a newsletter. A giant headline isn't usually appropriate at the bottom of a page. Pictures should be next to the story they are about. Headlines should tell what the story is about. And so on.

People have expectations about how information is presented, based on experience. If you go against what we are used too, you confuse us. (Although sometimes going against the norm can enhance your ability to attract attention.)

Plan the Layout

With the message in mind, the next step is to plan the layout using windows. It doesn't have to be set in stone, but a rough set of windows can help you balance the information that needs to be there. Here's a few rules you can use.

Balance the page. If you know there are three stories that have to make the front page, the layout will help you write to make them fit (or help you plan when to jump a story to another page).

Keep the layout simple. Too many columns on a page will look too cluttered and it will be hard to read.

Leave room for air. A page that is jammed with text, without pictures, headlines, borders and white space is a page that will get ignored.

Lead the reader through the page. The layout does that. Borders and columns help to distinguish various information. Headlines provide guidance.

Write the Text

With the layout set on screen, you should write the text in the columns that you set aside for stories.

Newsletters generally don't have too much space. They are intended to provide concise information about a specific topic.

So you can't be too wordy. Get right to the point. And you'll see that the page fills up fast.

Go Easy On Style

There's lots of text styles available: bold, italics, underline, reverse, and normal. Plus you can use any combinations of those styles.

But it doesn't mean you have to use all the styles, all the time. For example, if you use boldface or underlining sparingly it will convey more meaning when you need it.

Headlines

Write the headlines to tell the story in a few words. Headlines should be understandable and tell a reader what the article is about without having to read it.

A headline should be a sentence, if somewhat short.

"Board Picks Higgins
As New Chief Executive"

is a better headline than:

"About Higgins" or

"What's New From The Board of Directors"

Write the story, then write the headline and see if it tells the story.

Every Picture Tells a Story, Don't It.

Pictures are great. They can tell a lot in a little time. They can sharpen up a message. And they can draw people's interest in reading the story next to it.

That's the reason for the excitement about desktop publishing compared to mere word processing.

So make sure you leave extra room for some pictures. Use the appropriate ones that contribute to the stories.

For most people, using clip art is a whole lot easier than drawing a picture from scratch. Very few people are skilled enough to draw a picture with a pencil, much less master the complexities of a computer and its clumsy input peripherals. Mice and cursor keys are nice but they are never easier than pushing a pencil around a piece of paper.

There's a lot of clip art available, either from Softsync or from companies that offer clip art disks for graphics programs. Because Personal Newsletter reads files from Dazzle Draw, Print Shop and Newsroom, you have thousands of images available to you.

And the Graphics Tools are perfect for touch up and customization of the graphics.

Create Templates

A lot of a newsletter production can be used over and over. The title section, columns, borders and other elements might stay pretty much the same from month to month.

So if you can figure out the basics of a page, save it as a "generic" file. When you need to do another document like it, you can load it and rename it (using the "Name" option in the "File" section).

Good Taste

Newsletter should reflect good taste. They represent your business or your views so they end up reflecting your credibility. That part is up to you.

Chapter 11:
Definition By Commands

Edit

This chapter contains a definition of each Personal Newsletter option. It starts on the main page section, starting from the left, and moves down through each menu option.

Press Closed Apple and "E" key.

This command is used to delete, move, paste text and get text into multiple windows. The sub-commands are Cut, Paste and Flow.

Cut: You are prompted to "move the cursor to the first position

in text to cut, then press RETURN." Then move the cursor to the last position in text to cut and press RETURN. Back out of this by pressing ESC.

When a Cut is made, text goes into a buffer, from which it can be pasted elsewhere in a document.

Paste: You are prompted to move the cursor to the position to paste and press RETURN. Any text in the buffer will appear there.

Flow: If a window is too small to accept a block of text pasted from the buffer, Flow will cause the remaining text to be pasted in the next available window. This also works when you are importing an ASCII file from a word processor.

File

Press Closed Apple and "F" key.

Clear: This command will clear the current page if you respond Y (Yes) to the prompt. Back out by pressing ESC. Clears the page from MEMORY, not the disk.

Directory: Enables you to view the contents of your current data disk. If you have one drive, you will be prompted to insert your data disk into the drive. ESC will back you out.

Get Font: Asks you to specify a Font File to load. By pressing RETURN you can view the directory. Use the arrow keys to select a Font file (ends with FNT). If a Font file is not selected then a message appears on the screen. Use ESC to back out.

Import: Allows you to load an ASCII Text file, a Graphics file or a Screen area. Personal Newsletter will consider any file suitable to be read in as an ASCII file, "reformatting" ASCII files so that they can be read.

Graphics: This enables you to read in any file in the following formats: Dazzle Draw, Newsroom, Print Shop and Personal Newsletter.

Screen Area: This enables you to read in actual screen images. There are two kinds of images that can be read -- Standard or Double Hi-res screens.

Load: This is to load a Personal Newsletter page. If a file is in memory then the program will ask you if it can load the newly requested file over the current page. Respond Y (Yes) to load over or ESC to cancel.

Name: You can name a PAGE (the current page.). This is generally used to rename an existing page. This creates a new file, leaving the original page intact on disk. The name that you give then appears at the bottom left of the screen.

Path: Personal Newsletter is written using Apple ProDOS so it supports the use of directories and data paths on disks. This option allows you to designate a path for the data drive.

Save: This is for saving a newsletter page. No extension is given to the filename. Make sure there is enough room on the disk or you will get a Disk Full message.

Graphics

Press the Closed Apple and "G" keys.

Personal Newsletter will prompt you to press D to start a new graphic or move the little finger over an existing graphic and press RETURN to edit it.

The Graphic menu consists of these editing tools:

Line: Draw a line in any direction using the cursor keys or mouse. If you press the Open or Closed Apple key with the cursor keys, it's faster. Choose line width with the Brush option.

Oval: Draw an oval using the same keys as the line. Change line width using the Brush option.

Rect: Draw a rectangle. Use the Brush option to change width of the line.

Sketch: This is like drawing a line but is freehand drawing.

Text: Generate text for headlines. Change the style using a sub-menu of options. Change sizes in the page editing section.

Edit: Select a block to edit. Sub-menu options are Whitewash (blank), Invert, Fill with a pattern, Add a pattern over the existing graphics or Blackout.

Fill: This will fill in any shape with a pattern. Choose one of 30 with the Pattern option.

Move: This moves the block of graphics within the graphic editing window.

Undo: This will reverse the last action that you did.

Zoom: Magnify a portion of an image for fine editing.

Brush: Select any of 25 line widths and heights.

Pattern: Select any of the 30 patterns for filling in areas.

Press ESC to go back to main screen. These graphics options are then available:

Copy: This makes a replica of the graphic currently selected.

Delete: Erases the graphic currently selected.

Edit: This moves the selected graphic back to the graphic editing window.

Vertical, Horizontal Flip: This will turn a graphic around vertically (top to bottom) or horizontally (end to end).

1-4 Height: This will enlarge a graphic or headline.

Preview

Press Closed Apple and "P" keys.

Select this option to see what a full page looks like. This is useful during the process of creating a page as well as before printing the final layout.

Style

Press Closed Apple and "S" keys

This section will change the way text looks and how it appears on the page.

Sub-menu choices are Range, Type, Line and Page.

Range allows you to select text to change by marking the beginning and end of the block. The following options can be used on this block.

Type provides the various styles that can be selected: Bold, Italics, Underline, Reverse and Normal. If a block of text has been selected these options will effect the block. If no block is selected these options will effect the text you enter.

Line effects the way a line of text will appear on the page, either flush left, centered or right justified (with both margins even).

Page allows you to change the leading (the space between lines of text) and character spacing (the space between letters).

Windows

Press Closed Apple and "W" key.

This is used to create the layout of the page by sizing and placement of windows on the page.

Add lets you add a window. You can have up to ten. Windows can be side by side or overlapped.

Change Size enables you to 're-size' the window. You have to select the window by pressing its number.

Delete will erase the currently selected window.

Move lets you move the currently selected window around the screen.

Edge is for selecting which edges of a border will be printed on a window.

Border provides eight type of window borders as shown on the right side of the screen. Choose with the arrow keys.

More

Press Closed Apple and "M" keys.

Headline loads the headline section of the program. This is where you can create newsletter headlines using different fonts, widths, heights and brushes.

Setup will prompt you for printer information and store this information on the master disk.

Print will print out the current page. A prompt will remind you to turn your printer on, align the paper and press RETURN to start printing.

Quit will ask you to confirm (Y-Yes) that you want to exit Personal Newsletter.

Help Screens

Help screens are always available when you are using Personal Newsletter.

If you have a question about what you are doing, press the TAB key and a help window will open that, hopefully, provides just the information you need.

The help screens are designed to be "context sensitive" which means the program analyzes what section of the program you are in and picks appropriate information.

If you are using a hard disk or a RAM drive and you need the help screens, you must leave the Personal Newsletter System disk in the drive.

Appendix

Appendix A	Sample Newsletters
Appendix B	Fonts
Appendix C	Type Styles
Appendix D	Printer Compatibility
Appendix E	Acknowledgements
Appendix F	Customer Service
Appendix G	License Agreement

Appendix A: Samples

These are print outs of the two sample documents that are used in Chapter 8 and 9.

This is the certificate used in Chapter 8

Certificate of Completion

This award is presented to

Mary Brady

for completing the Sales Training Course. This certificate indicates that the bearer is fully qualified to represent the company as a sales professional and has a complete knowledge and understanding of the company's products, services and policies.

Presented on August 16, 1987

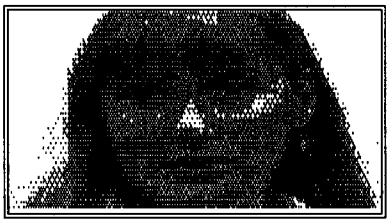
Jeffrey Campbell
Manager
Sales Training Program

This is the newsletter used in Chapter 9.

PHOTO PHINISH

The Journal of Photographic Excellence

Who's Hot and Who's Not... THE FASHION PHOTOGRAPHER



Once a Successful Model, Now On the Other Side of the Lens

In a dingy factory loft under the crumbling West Side Highway in lower Manhattan, Pam Brooks is shouting at three incredibly beautiful women, who are wearing clothes and jewelry probably worth more than the GNP of a small country. In between shouts she pops off blinding strobe lights (continued on pg 3)

Advice, Words of Wisdom, etc.

Letters To Max

Dear Max,
Is it true that photographs will only last a few thousand years? I don't mean to sound like an egomaniac but I was kinda hoping that some of my finest work was going to last for eons, at least. I shutter to think what future generations will do without having an original "Fleamaster" to hang on their living room ceiling.
Signed, Irving "SLR" Fleamaster.

Dear Irv,
The world is already mourning the passing of the Fleamaster collection. I mourned myself when the pictures you sent me accidently caught fire in my ashtray.

So, You Wanna Be A Fashion Photographer Star.

If you've been going to the movies or watching TV lately you've probably got the idea that the very pinnacle of photographic stardom is the New York or LA based fashion photographer.

It seems like a world of glamorous locations, beautiful people, big bucks and recognition in your field.

Fast Lane

We interviewed some of the best known people in the business and found that, yes, if you succeed, all those perks you hear about are true.

You will travel to the most exotic locations in the world. You'll be treated like royalty. And the money? How does 5, 10 even $20,000 per day sound?

1 In A Million

The downside to becoming the next Richard Avedon is that there's a lot of people trying -- and few succeeding.

One seasoned ad agency art director put it this way: "For every success, there's 1,000 barely making a living and 10,000 who struggled and failed."

How do you find the right path to take to even try? We asked some (continued on page 2)

Appendix B: Fonts on Disk

These are sample of the fonts that come with Personal Newsletter.

SYSTEM

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

ASCII

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

TORONTO

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

NEW YORK

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

BYTE

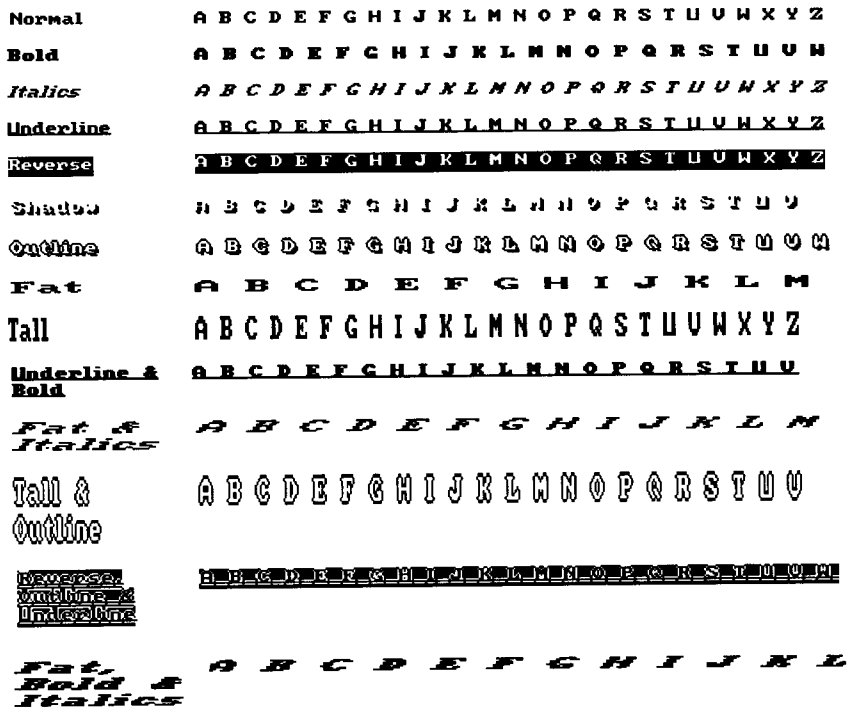
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

GOTHIC

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

Appendix C: Type Styles

These are the various type styles that you can select and some combinations.



Appendix D: Printer Compatibility

Select **"APPLE DMP..."** for these Printers

Apple Imagewriter I, II — Apple DMP

Apple Scribe — Any other Apple printers

Select **"C. ITOH (Prowriter)..."** for these printers:

C. Itoh 1570F, 7500 8510, NEC 8023, 8025, NEC PinWriter 5, 6, 7, 9

Select **"EPSON FX ..."** for these Printers:

BlueChip 120/10 — Cal-Abco Legend 800

Citizen MSP-10/15/20/25 — Epson FX, RX, or MX

IBM Proprinter — Panasonic KX-P1090/1091/1092

Olympia ESW-3000

Centronics GLP1-2, H80/81, H136, 210/220/240 PC, 351/359 PC

Select **"Gemini 10X, 15X ..."** for these printers:

Star Micronics Gemini 10 X or 15X

Star Micronics Radix 10 — Star Micronics Delta 10

Select "OKIDATA Microline ..." for these Printers

OkiData ML 82A, 83A, ML 84/92/93, 182

If the printer is not listed, select the Epson option first. Or check the printer manual to see if it emulates one of the printers by adjusting a dip switch.

Appendix E: Acknowledgements

Program Team

Personal Newsletter is the result of efforts of these people:

Michael Gardi
Programmer

Mike Gardi is an experienced programmer who has devoted nearly two years to the creation of Personal Newsletter. He has achieved what he set out to do, which was to create an easy-to-use publishing program for Apple // owners that would rival those on computers like the Macintosh.

Mike graduated from the University of Waterloo where he studied computer science.

In addition to his work on Personal Newsletter he has found the time to learn the ropes of fatherhood, raising his son (which he refers to as Version 1.0) between spurts of coding.

Jeff Higgins
Director of Software Development

Jeff Higgins has been working closely with Mike, through the design, development, coding and debugging phases of the program.

He kept the program on target and within the goals and specifications that were set during the design phase. And, during the programming schedule, he validated and tested the software.

Jeff has managed the preparation of many Softsync products and has worked with publishers such as CBS and Tandy.

Don Jones
Product Manager

Don Jones designed and wrote the manual for Personal Newsletter.

He wrote so that people can get enough information to start without reading the whole manual. At the same time he provided a lot of detailed information and tutorials. He also

avoided computer and publishing jargon.

Don is a graduate of S.U.N.Y. Binghamton where he majored in Computer Science. He has written documentation for a number of Softsync programs as well as serving in the capacity of Product Manager.

Ken Currier
Design

Ken provided the original design for Personal Newsletter and oversaw the production of the software and documentation. He is Softsync's founder.

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